

Faculty Handbook

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Saint Mary's College of California

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SAINT MARY'S
COLLEGE OF CALIFORNIA

FACULTY HANDBOOK

July 2004

NOTICE

The information given in this *Faculty Handbook* of Saint Mary's College of California is accurate as of July 2004. The provisions relating to the terms and conditions of faculty employment were approved by the Board of Trustees on May 21, 2004, to be effective July 1, 2004.

This is the *Faculty Handbook* referred to in the Faculty Letters of Appointment. To the extent that there is a conflict between the contents of the *Faculty Handbook* and those of any other faculty manuals or handbooks, including but not limited to the Schools of Education and Extended Education, and the Graduate Business Program, this *Faculty Handbook* takes precedence.

In compliance with applicable law and its own policy, Saint Mary's College of California is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, age, sex/gender, marital status, ancestry, sexual orientation, medical condition or physical or mental disability.

Saint Mary's College of California is an Equal Opportunity Employer.

SAINT MARY'S COLLEGE OF CALIFORNIA

FACULTY HANDBOOK

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1. SUBJECT: MISSION STATEMENT, HISTORY, GENERAL ORGANIZATION AND GOVERNANCE OF SAINT MARY'S COLLEGE

1.1 SAINT MARY'S COLLEGE MISSION STATEMENT

As Saint Mary's College looks ahead to the twenty-first century, it celebrates the three traditions which have sustained it since its earliest years and seeks its future in them: the classical tradition of liberal arts education, the intellectual and spiritual legacy of the Catholic Church, and the vision of education enunciated by Saint John Baptist de La Salle and developed by the Brothers of the Christian Schools and their colleagues in a tradition now more than 300 years old.

The Mission of Saint Mary's College is:

- ❖ to probe deeply the mystery of existence by cultivating the ways of knowing and the arts of thinking.

Recognizing that the paths to knowledge are many, Saint Mary's College offers a diverse curriculum which includes the humanities, arts, sciences, social sciences, education, business administration and nursing, serving traditional students and adult learners in both undergraduate and graduate programs. As an institution where the liberal arts inform and enrich all areas of learning, it places special importance on fostering the intellectual skills and habits of mind which liberate persons to probe deeply the mystery of existence and live authentically in response to the truths they discover. This liberation is achieved as faculty and students, led by wonder about the nature of reality, look twice, ask why, seek not merely facts but fundamental principles, strive for an integration of all knowledge, and express themselves precisely and eloquently.

- ❖ to affirm and foster the Christian understanding of the human person which animates the educational mission of the Catholic Church.

Saint Mary's College holds that the mystery which inspires wonder about the nature of existence is revealed in the person of Jesus Christ giving a transcendent meaning to creation and human existence. Nourished by its Christian faith, the College understands the intellectual and spiritual journeys of the human person to be inextricably connected. It promotes the dialogue of faith and reason; it builds community among its members through the celebration of the Church's sacramental life; it defends the goodness, dignity and freedom of each person; and fosters sensitivity to social and ethical concerns. Recognizing that all those who sincerely quest for truth contribute to and enhance its stature as a Catholic institution of higher learning, Saint Mary's welcomes members from its own and other traditions, inviting them to collaborate in fulfilling the spiritual mission of the College.

- ❖ to create a student-centered educational community whose members support one another with mutual understanding and respect.

As a Lasallian college, Saint Mary's holds that students are given to its care by God and that teachers grow spiritually and personally when their work is motivated by faith and zeal. The College seeks students, faculty, administrators and staff from different social, economic, and cultural backgrounds who come together to grow in knowledge, wisdom and love. A distinctive mark of a Lasallian school is its awareness of the consequences of economic and social injustice and its commitment to the poor. Its members learn to live "their responsibility to share their goods and their service with those who are in need, a responsibility based on the union of all men and women in the world today and on a clear understanding of the meaning of Christianity." (From: The Brothers of the Christian Schools in the World Today: A Declaration).

1.2

HISTORY OF SAINT MARY'S COLLEGE

History of the College. In its second century of Christian education, Saint Mary's College is one of the oldest colleges in the West. Dedicated in San Francisco by Archbishop Joseph S. Alemany, O.P., in 1863, the Brothers of the Christian Schools assumed its operation in 1868 and have since then determined its character and growth. Under the laws of the State of California, the College was incorporated in 1872 and given a charter empowering it to confer degrees and to exercise all other privileges of a university. The campus was relocated in Oakland in 1889 and in Moraga in 1928. In 1941, the College instituted a liberal arts program whose core was the World Classics Seminar. In 1969, a 4-1-4 calendar and curriculum was adopted for the undergraduate program, and in 1970 the College became co-educational.

The Brothers of the Christian Schools, founded by Saint John Baptist de La Salle in France in 1680, are lay religious who live in community and devote their lives to the Christian education of youth. Forming the largest teaching congregation of non-clerical men in the Church, with some 6,500 members and 66,000 Lasallian colleagues teaching students in 83 countries, the Brothers bring to their teaching a 300 year tradition of religious dedication, educational philosophy, scholarly preparation, and an eagerness to share with youth the excitement of learning.

The Faculty of the College is composed of lay instructors, priests, Sisters, and Brothers. Members of the faculty are selected and promoted primarily for their dedication to and skill at teaching. The College aims at being a community of scholars, and while original research and publication are valued as contributions to intellectual vitality and self-renewal of faculty, they do not take precedence over active membership in the intellectual community of the College wherein dedication and commitment to good teaching is a hallmark. In general, the size of the College and the interests and dedication of its faculty make for an extraordinarily close, informal and personal relationship with students. The evaluation of the faculty is made in terms of excellence in teaching, personal orientation to students, scholarly interests and pursuits and commitment to the aims and ideals of the College.

The Students of the College are a reflection of the history of the College, for Saint Mary's seeks to provide higher education opportunities for various social classes, but particularly for those whose educational needs are for various reasons not satisfied elsewhere and to which a proper and adequate response can be made. Reflecting the long Lasallian tradition of

Christian education oriented to the needs of students, the College at various times in its history has included a Law School, a School of Commerce, an engineering department, as well as programs focusing specifically on the humanities. During the long history of the College, the expansion of both student population and academic programs has reflected the educational needs of students for which the College exists. Although, since 1970, the College has steadily extended its service to a broader and more diverse community of learners in terms of age, experience, interests and educational needs, it seeks to keep a firm eye on its central academic aim: the development of the capacity of responsible independent thought.

1.2.1 ACCREDITATION

Saint Mary's College is nationally recognized as a standard four-year college and is accredited by the Western Association of Schools and Colleges and by the California Commission on Teacher Credentialing. The Montessori program is accredited by the Montessori Accreditation Council for Teacher Education, the Intercollegiate Nursing Program by the California Board of Registered Nursing and the National League for Nursing, and the B.A. in Law Studies/Paralegal Certificate program in the School of Extended Education by the American Bar Association. The Hearst Art Gallery is accredited by the American Association of Museums.

1.3 THE CORPORATE STRUCTURE OF SAINT MARY'S COLLEGE

The current Articles of Incorporation of Saint Mary's College (1938) established the College "for the instruction and Christian education of young men", a purpose since enlarged to include women. The structure of the College is determined by the Bylaws of Saint Mary's College of California, most recently revised in 1998. The following section, including the parts entitled The Corporation, The Trustees, and The Regents, is summarized from the Bylaws, a full copy of which is available in the Office of the President.

1.3.1 THE CORPORATION

Saint Mary's College of California is legally owned by a corporation of 15 members of the Brothers of the Christian Schools. Members by right are the Brother Visitor [i.e., the Provincial of the San Francisco District of the Christian Brothers], and the President of the College. The other members of the Corporation are appointed by the Brother Visitor to three-year terms, and at least two-thirds must be on the faculty or administration of the College. The members of the Corporation have the sole and exclusive power and authority to:

- consent to amendment of articles of incorporation;
- repeal the bylaws of the corporation and adopt new bylaws;
- consent to any amendments to the bylaws which adversely affect the rights of members;
- consent to dissolution of the corporation;
- consent to merger of the corporation or sale of all or substantially all of its assets.

A regular meeting of the Corporation is held once every three years. Special meetings may be called by the Board of Trustees, by the chairperson of the Board, by the President, by the Brother Visitor, or by any one member.

1.3.2 THE BOARD OF TRUSTEES

The governance of the College is ultimately entrusted to the Board of Trustees. The number of Trustees shall be fixed at 18, of whom not less than six nor more than ten shall be Brothers of the Christian Schools. Members by right are the Brother Visitor and the President of the College. The other members of the Board are elected by the Board to three-year terms. No Trustee may hold more than three successive terms except Trustees by right of office. In addition to the 18 members of the Board, there are three additional participants to the Board, the President of the National Alumni Association, the appointed faculty representative of the College, and the President of the Associated Students of Saint Mary's College. The participants share in the non-executive and non-privileged deliberations of the Board, serve on committees, but are not entitled to vote.

The Board must hold one meeting per year, in May or June, but may meet as often as needed. A meeting may be called by the chairperson or President, and must be called at the written request of five Trustees.

1.3.3 THE BOARD OF REGENTS

The Board of Regents role is advisory to the Board of Trustees and the Officers of the College. The Board of Regents is composed of not more than 55 nor less than 25 members. The regular members are nominated by the Regents' Nominating Committee and elected by the Board of Regents to four-year terms (renewable). In addition to the regular members of the Board, there are ex-officio members who are the President, the Vice Presidents, the President of the National Alumni Association of Saint Mary's College, and the President of the Graduate Business Alumni Association of the College.

The Board of Regents meets four times annually. Special meetings may be called as circumstances require, as outlined by the Bylaws.

1.3.4 THE OFFICERS OF THE COLLEGE

The Bylaws of Saint Mary's College of California (1998) specify several Officers of the College, and grant broad executive and administrative authority to the President of the College summarized as follows:

President of the College

The President shall be the chief executive officer and general manager of Saint Mary's College.

The President may sign and execute, in the name of the Corporation, any instrument authorized by the Board of Trustees, except when the signing and execution thereof shall have been expressly delegated by the Board of Trustees or by these Bylaws to some other officer or agent of the Corporation. The President shall have all of the general powers and duties usually vested in the president of a corporation, and shall have such other powers and duties as may be conferred upon him from time to time by the Board of Trustees or these Bylaws.

The President shall be responsible for the College in all its departments. To assist him in management, he shall have the right to employ the Provost and one or more Vice

Presidents, provided the office is approved by the Board of Trustees. The President shall have the discretion to prescribe the duties of the Provost and the Vice Presidents and other officers and employees of the College in a manner not inconsistent with the provisions of these Bylaws and the directions of the Board of Trustees.

The President shall report to the Board of Trustees at each regular meeting on problems and progress of the College and shall make an annual report to the Board on the operation and condition of the College.

Provost and Vice Presidents

The Provost and Vice Presidents, whose offices must be approved by the Board of Trustees and who serve at the pleasure of the President, shall have such powers and perform such duties as may be prescribed for them from time to time by the President or pursuant to these Bylaws.

Secretary

The Secretary shall be a member of the Board of Trustees and shall serve for a two-year term.

The Secretary shall exercise such powers and perform such duties as are usually vested in the office of secretary of a corporation, and exercise such other powers and perform such other duties as may be prescribed from time to time by the Board of Trustees or by these Bylaws.

Chief Financial Officer

The Chief Financial Officer shall exercise such powers and perform such duties as are usually vested in the office of chief financial officer of a corporation, and exercise such other powers and perform such other duties as may be prescribed by the Board of Trustees or these Bylaws.

1.4 THE ADMINISTRATIVE ORGANIZATION

A primary purpose of the administrative organization of the College is to guarantee that the planning, execution and evaluation of all of the activities of the College take place in an orderly, efficient and beneficial manner. The administrative organization is revised from time to time to further these ends.

1.4.1 THE PRESIDENT

The President is appointed by the Provincial of the West Coast Province of the Brothers of the Christian Schools for a four-year term, renewable, and is responsible to the Board of Trustees. He is the chief executive and administrative officer of the College, and is vested with full and final authority in all matters pertaining to its government, educational programs, auxiliary services, and financial operations, within the limitations imposed by the approved policies of the Trustees, and the Charter and Bylaws of the College. He appoints the principal administrative officers of the College, and approves the appointment and retention of other administrative officers. He authorizes all faculty appointments, issues all contracts, and confers all promotions and tenure, informed by the recommendation of the

Provost, who is advised by the appropriate academic officers and the Rank and Tenure Committee. He also approves all policies affecting non-academic personnel of the College. He is an ex-officio member of all College committees.

The administrative staff of the President consists of the Provost and the Vice Provosts (Academic Affairs, Student Life, and Enrollment Services), the Vice Presidents (Administration and Chief Financial Officer, Advancement and Planning, College Communications), the Executive Assistant to the President, and the General Counsel.

1.4.1.1 Executive Assistant to the President

The Executive Assistant to the President is appointed by the President to serve in various assignments as the representative of the President, and is a member of the President's Cabinet.

1.4.1.2 General Counsel

The General Counsel is appointed by the President to provide legal advice to the President, to the Board of Trustees and to the College. The General Counsel manages litigation that affects the College, prepares College contracts and agreements, analyzes federal, state and local laws and regulations to determine their potential impact on the College, and monitors compliance with statutory requirements. Additionally, the General Counsel serves as a general legal advisor to the President, performs special legally-related assignments for the President, and is a member of the President's Cabinet.

1.4.1.3 Director of Campus Ministry

The Director of Campus Ministry is responsible for all College-related religious, liturgical and sacramental activities. The Director supervises the Campus Ministry staff and is also responsible for scheduling and policy regarding the use of the Chapel, for the supervision of the Campus Ministry budget, and for the organization of various educational and spiritual activities sponsored by the Campus Ministry. The Director and the Campus Ministry staff serve the students, faculty, staff and alumni of the College and seek to cooperate with the Department of Religious Studies and the Christian Brothers communities when appropriate.

1.4.1.4 College Diversity Coordinator

The College Diversity Coordinator reports directly to the President and may act as the President's designated representative at diversity-related meetings, functions, and campus events. The College Diversity Coordinator recommends to the President membership for the President's Celebrating Diversity Committee, and with others, helps to facilitate and monitor the goals of the College in moving towards diversity initiatives. The Coordinator assists all advisory boards, Schools, departments, programs and offices within the College in developing and implementing their respective diversity initiatives. The Coordinator also communicates regularly with the President and the campus community regarding process and procedures to address diversity concerns, diversity programming, events and goals at the College, while assisting the Office of Human Resources in providing on-going diversity training for faculty, staff, and administrators. The College Diversity Coordinator is an ex-officio member of the Equal Employment Opportunity Compliance Committee.

1.4.2 PROVOST

The Provost is appointed by the President as chief academic officer of the College for a term mutually agreed upon and is responsible to the President. As the administrative officer responsible for all academic affairs of the College (policies, personnel, programs, budgets), the Provost is vested with authority commensurate with such responsibility. The Provost recommends to the President the appointment, promotion, and retention of Vice Provosts, Deans, administrative staff, and all full-time faculty. The Provost is a member of the President's Cabinet, chairperson of the Provost's Council, the Provost's Council of Deans, and an ex-officio member of all committees in the area of academic affairs.

The administrative staff of the Provost to whom responsibility and commensurate authority are delegated are the Vice Provost of Academic Affairs, the Vice Provost for Enrollment, the Vice Provost for Student Life, Deans of the Schools, Dean of the Intercollegiate Nursing Program, Dean for Academic Resources/Director of the Library, Dean of Academic Advising and Achievement, Dean for Academic Development, Dean for Mission and Faculty Development.

1.4.2.1 VICE PROVOST OF ACADEMIC AFFAIRS

[Description pending after consideration by the Academic Senate during the 2004-2005 academic year.]

1.4.2.2 Deans, Academic Affairs

1.4.2.2.1 Dean of the School

The Dean of the School is its chief academic officer and is vested with the commensurate authority and responsibility for all aspects of the academic enterprise of the School (policy, planning, personnel, programs, budgets). The Dean reports to the Vice Provost of Academic Affairs and recommends the appointment, promotion and retention of his/her administrative staff and of full-time faculty; appoints all part-time faculty; consults with the Vice Provost on all matters relating to substantive revision of the academic policies and programs of the School and the appointment of chairpersons; collaborates with other Deans in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.2.2 Dean of Intercollegiate Nursing Program

Jointly appointed by Saint Mary's College and Samuel Merritt College, the Dean is the chief academic officer of the Intercollegiate Nursing Program and is vested with the commensurate authority and responsibility for the curriculum and for all aspects of academic policy and its implementation. The Dean recommends to the Vice Provost of Academic Affairs the appointment, promotion and retention of jointly appointed administrative staff and faculty; consults with the Vice Provost in all matters relating to substantive revision of the academic policies and of the program; collaborates with the other Deans in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.2.3 Dean for Academic Resources/Director of the Library

The Dean for Academic Resources is responsible, in collaboration with the Deans of the Schools, for the development, programming, and administration of the information and learning resources of the Saint Albert Hall Library, including Media Services, and the Hearst Art Gallery. The Dean is responsible for the quality, allocation, and evaluation of collections, services, facilities, and staff in support of the academic learning environment. The Dean determines an appropriate balance among print, image, and electronic academic resources which make up these collections through broad-based collaboration with librarians, faculty and administrative staff.

1.4.2.2.4 Dean of Academic Advising and Achievement

The Dean of Academic Advising and Achievement is responsible, in collaboration with the appropriate Deans of the Schools and the Dean for Student Life, for development, implementation, and evaluation of the program of academic advising and related services for undergraduate students; for supervision and coordination of the Minority Students program, the Academic Support and Achievement programs, and the High Potential program. The Dean is assisted by the coordinators and directors of the above-named programs.

1.4.2.2.5 Dean for Academic Development

The Dean for Academic Development is responsible, in collaboration with the Deans of the Schools and the Registrar, for such services as: review of projected undergraduate departmental offerings, tracking the Continuous Action Plan (the strategic plan for the academic programs of the College), major WASC recommendations, the five-year plans generated by program reviews in each academic area; strategic planning for new academic initiatives; and implementation of the Academic Honor Code as well as academic probation and disqualification policies. The Dean handles the student evaluations of faculty and courses and student grievances on academic issues. The Dean prepares for publication the College *Catalog*, the *Faculty Handbook*, the academic committee master list, and responds to college-wide requests for academic information or assistance.

1.4.2.2.6 Dean for Mission and Faculty Development

The Dean for Mission and Faculty Development reports to the Provost and is responsible for promoting among faculty, students, staff, and others associated with Saint Mary's College an understanding of and commitment to the Mission of the College through various activities such as sponsoring speakers, convening reading groups, hosting summer institutes, etc. The Dean also reports to the President on Mission-related activities that include coordination with the Christian Brothers' District of San Francisco Action Plan as related to Saint Mary's College. Other duties include designing and implementing faculty development programs and activities that support effective teaching and scholarship, developing and coordinating new faculty orientation and support activities, promoting among faculty a culture of shared inquiry, social justice, and diversity for purposes of educational effectiveness, and overseeing various student and faculty funding sources such as the Faculty Development Fund, the Student Research and Development Grants, and the Collaborative Student/Faculty Summer Research Awards. The Dean also reports to the Vice Provost of Academic Affairs as needed in regard to traditional undergraduate services and sits on the Provost's Academic Council of Deans, the Campus Deans Committee, the Council of Deans of Traditional Undergraduate Programs, and the Cummins Institute.

1.4.2.2.7 Associate Dean, School of Economics and Business Administration

The Associate Dean of the School of Economics and Business Administration's primary responsibilities are in the areas of strategic planning and budget management. The Associate Dean also fulfills other functions assigned by the Dean of the School to whom he/she reports.

1.4.2.2.8 Associate Dean, School of Education

The Associate Dean of the School of Education ensures the quality of academic programs, coordinates the implementation of academic policies and procedures, coordinates accreditation and program approval activities, makes recommendations regarding admissions criteria and program standards, and oversees development and revisions of the School bulletin, student *Handbook*, Adjunct Faculty *Handbook*, and policy/procedures manual. The Associate Dean implements policies related to student affairs, probation and disqualification, student evaluations of faculty/courses, and student grievances on academic issues. The Associate Dean supervises the Credential Analyst and various coordinators, chairs the School of Education Academic Policies and Regulations Committee, participates in budget planning, and prepares reports for the Dean of the School.

1.4.2.3 Director, Academic Affairs

If a director has the basic responsibilities of a department chairperson, the description of responsibilities and authority given under 1.4.2.4.1 applies to the director. If the director does not have such basic responsibilities, then reference must be made to a job description.

1.4.2.3.1 Director of the Collegiate Seminar Program

The Director of the Collegiate Seminar Program, appointed by the Dean of the School of Liberal Arts in consultation with the Vice Provost of Academic Affairs, is responsible, in collaboration with the Governing Board of the Collegiate Seminar of which the Director is chairperson, for the organization and development of the program and the appointment, evaluation and development of faculty in the program. (This entails the basic responsibilities of a chairperson as specified in 1.4.2.4.1). In collaboration with the Deans of the Schools (from which the faculty is drawn), the Director is responsible for providing for the staffing needs of the program.

1.4.2.3.2 Director of January Term

The Director of the January Term, appointed by the Dean of the School of Liberal Arts in consultation with the Vice Provost of Academic Affairs, is responsible, in collaboration with the January Term Committee of which the Director is chairperson, for the organization, development and evaluation of the January Term program, for the provision and appropriate staffing of needed courses in the context of the January Term, for approving courses proposed by faculty for the January Term in consultation with the January Term Committee, for the evaluation of faculty teaching in the January Term program and for exercise of appropriate jurisdiction over all faculty teaching in the program.

1.4.2.3.3 Director of Graduate Business Programs

The Director of Graduate Business Programs is responsible, in consultation with the Dean of the School of Economics and Business Administration and with the faculty of the

Graduate Business Programs, for the overall quality of the Graduate Business Programs. As the department chair for the Graduate Business faculty, the Director is responsible for the recruitment of full and part-time faculty, for curriculum assessment and development, and for academic policy in the Graduate Business Programs. The Director is also responsible, with the assistance of the Director of Admissions and External Relations of Graduate Business Programs, for the number and quality of students admitted to those programs. In general, the Director is responsible for the financial performance of the Graduate Business Programs, and is charged with the development of the annual budget and with overseeing all expenditures.

1.4.2.3.4 Director of Master of Fine Arts Program in Creative Writing

The Director of the Master of Fine Arts Program in Creative Writing, appointed by the Dean of the School of Liberal Arts in consultation with the Vice Provost of Academic Affairs, oversees the administration of all aspects of the program's operation, including recruitment, public and community relations, admissions, scheduling, budgeting, and contractual negotiations with visiting writers. The Director is responsible for marketing and fund-raising, and for organizing all public functions associated with the program, including co-direction of the Creative Writing Reading Series. The Director reports to the Program Steering Committee, which is responsible for all academic policy-making within the program.

1.4.2.3.5 Director of Graduate Liberal Studies Program, School of Liberal Arts

The Director of Graduate Liberal Studies Program, School of Liberal Arts, is responsible for recruiting students, recommending program admission, and providing academic advising. The Director recommends the appointment of program faculty to the Dean, is responsible for class scheduling, faculty evaluation, and administration of academic policy. In collaboration with the Program Advisory Board, of which the Director is the chairperson, the Director of Graduate Liberal Studies Program is responsible for the organization and development of the program and is an instructor in the program.

1.4.2.3.6 Director of Catholic Institute for Lasallian Social Action (CILSA)

The Director of CILSA provides leadership to the campus community in developing, promoting, and coordinating opportunities and resources to enhance student engagement in volunteer community service, social justice activities, and reflection experiences. The Director is responsible for developing a staff of professionals, students and faculty and for establishing an Advisory Board for this campus program. CILSA serves the campus community primarily as an action-oriented, information and referral center promoting a culture of service across the College.

1.4.2.3.7 Director of Center for International Programs

The Director of the Center for International Programs is responsible for the oversight of the Center for International Programs. This center provides study abroad opportunities to Saint Mary's students and supervises the Intensive English Program. In addition, the center furnishes orientation, counseling and assistance to matriculated international students in both undergraduate and graduate programs. The Director is advised by the Committee on International Programs and reports to the Vice Provost for Academic Affairs.

1.4.2.3.8 Director of Academic Support and Achievement Programs

The Director of Academic Support and Achievement Programs (ASAP) is responsible for a variety of undergraduate support services offered by the ASAP office both to students who experience academic difficulties and to those who wish to achieve greater academic success. The services include an extensive tutorial program and drop-in study groups. The Director oversees Project Success, an intervention program that assists students on first-time academic probation to build skills they need to return to good academic standing. The Director coordinates the provision of limited individualized assistance to students with learning and/or physical disabilities.

1.4.2.3.9 Director of High Potential Program

The Director of High Potential Program administers the program designed to offer admission and support to students who, due to adverse social, economic, educational, or other factors, have demonstrated their potential to succeed in college through other than traditional indicators. The Director is responsible for the organization of an intensive summer orientation program for these students and the provision of a broad range of other academic and personal support programs throughout the year.

1.4.2.3.10 Director of Hearst Art Gallery

The Director of Hearst Art Gallery oversees the programs of the Hearst Art Gallery, including exhibitions and the preservation and development of the College art collection. The Director is responsible for developing policies, procedures, long-range plans and budgets, including funding from non-College sources, in consultation with the Gallery's Advisory Board, curator and staff, and other College officials. The Director is responsible for seeing that the Gallery upholds the standards and ethics of the museum profession, as defined by the American Association of Museums and other professional organizations.

1.4.2.3.11 Director of Career Development Center

The Director of the Career Development Center coordinates career exploration programs and counseling services, internship placement, on-campus recruitment for full-time employment for students and alumni as well as part-time employment opportunities for students. The Director works in collaboration with the Director of Alumni and the Alumni Board of Directors, and chairs the Career Development Advisory Board.

1.4.2.3.12 Directors for the School of Extended Education

Academic Programs

Director of the Human and Community Services Program
(for 2004-2005 there are two "co-coordinators" instead of a director)

The Director of the Human and Community Services Program is responsible for developing academic programming, recruiting students, recommending program admission, and providing academic advising, program counseling, and administration of academic policy. The Director recommends appointments of program faculty to the Dean and collaborates with other departments for program staffing. In addition, the Director may instruct in the program and advise students on independent study and senior projects.

Director of the Law Studies Program

The Director of the Law Studies Program coordinates instructional and curricular aspects of the Extended Education Paralegal Certificate Program and the undergraduate Law Studies Program. The Director is responsible for initiation of recommendations for faculty appointment, assignment and retention, and for faculty training and orientation, academic review of student materials, development and revision of curriculum and learning resources, administrative tasks related to curriculum and instruction, and the participation in the formulation of academic policy.

Director of the Liberal Education for Arts Professionals (LEAP™) Program

The Director of Liberal Education for Arts Professionals Program is responsible for recruiting students, recommending program admission, providing academic advising, program counseling, development and revision of curriculum and learning resources, administrative oversight related to curriculum and instruction, and the participation in the formulation of academic policy. The Director recommends appointments of program faculty to the Dean, collaborates with other departments for program staffing, and is responsible for coordinating expansion of the program nationally.

Director of the Management Program

The Director of the Management Program reports to the Dean of the School of Extended Education and has overall responsibility for the instructional, curricular, and administrative aspects of the Management Program. Specific academic responsibilities include: assessment, hiring, and orientation of new faculty; faculty development and scheduling of faculty teaching assignments; ongoing review and revision of courses and curriculum; responding to faculty and student-faculty issues; and participation in formulation and implementation of the School's academic policies. Specific administrative responsibilities include: supervising administrative staff members; carrying out administrative tasks pertaining to curriculum and instruction; responding to student issues; participation in decision-making concerning marketing and recruitment of students; and participation in the formulation and implementation of the School's administrative policies. In addition, the Director is a member of the College's ranked faculty and teaches courses in the Management Program.

Director of the Master of Arts in Leadership Program

The director of the Master of Arts in Leadership program is responsible for the development and revision of curriculum; oversight of faculty recruitment, development and program instruction; recruitment of students and program admissions. In addition the director participates in and facilitates formulation of academic policy in conjunction with the faculty who teach in the program. The director is also responsible of administrative oversight of the program and program budget and is responsible for program staffing and coordinating the national expansion of the program.

Director of the Weekend College

The Director of the Weekend College is responsible for the marketing, organization, and administration of the Weekend College programs, working with the faculty to create course offerings for Extended Education students.

1.4.2.3.13 Program Directors for School of Education

The Directors of the Crosscultural Education, Early Childhood, Educational Leadership, Graduate Counseling, Multiple Subject, Reading and Language Arts Leadership, Single Subject, and Special Education Programs in the School of Education fulfill the basic responsibilities of department chairpersons (see 1.4.2.4.1) and coordinate the administrative, managerial, and instructional aspects of the credential, master's and doctoral degree programs under their supervision. In addition to their responsibilities for curriculum and instruction, they are responsible for program recruitment, admission, academic advising, and class scheduling; for recommending full and part-time faculty for appointment, assignment, and retention; for faculty training and orientation; for collaboration with Schools; for field supervision; and for program and student evaluation. Directors supervise staff, participate in the formulation of academic policy, and apply academic and administrative policies and procedures to student concerns.

1.4.2.3.14 Director of Athletics and Recreational Sports

The Director of Athletics and Recreational Sports reports to the Provost and administers the intercollegiate and recreational sport programs and the facilities of the College dedicated to these activities. The Director recommends to the Provost the appointment of all coaches and support staff and is responsible for: the Athletic Department's budget; NCAA, WCC, and other relevant athletic compliance and regulatory matters; grant-in-aid administration for athletes; athletic marketing and promotions, media relations, and fund raising. The Director provides coordination and leadership for the Campus Athletic And Recreational Sport Committee. The Senior Woman Administrator works closely with the Director on all matters and provides coordination and leadership for the Student-Athlete Advisory Committee. The Director, under the leadership and direction of the Provost, is responsible for working collaboratively with multiple, other organizational units on campus including but not limited to Admissions, Financial Aid, Human Resources, Business Office, Registrar, Advancement and Planning, College Communications, Staff Council, Academic Senate, Regents, and Trustees.

1.4.2.4 Chairpersons of Undergraduate Departments

The chairpersons of departments that are composed of undergraduate faculty are appointed by the Dean of the School for a three-year term, normally after consultation with at least the senior members (i.e., full professors and tenured members) of the department and the Vice Provost of Academic Affairs. Department chairpersons may be reappointed by the Dean after confidential evaluations have been solicited from all members of the department and consultation has taken place with all senior department members and others whose opinions the Dean deems may be helpful. The terms of the department chairpersons should be staggered so that approximately one-third are considered for reappointment each year.

1.4.2.4.1 Duties of a Department Chairperson, Undergraduate Department

1. Departmental Organization

- a. Organize instruction (course assignment, course scheduling) and develop instruction (new courses, teaching effectiveness) within the department for the academic year;
- b. Ensure that the College's policy on final examination scheduling is followed by faculty;

- c. Hold regular monthly departmental/program meetings, the minutes of which are sent to the Dean;
- d. Discuss with candidates the criteria for tenure and promotion; under teaching effectiveness include the candidate's policies and standards on grading, homework, and examination/papers;
- e. Prepare description and evaluation of departmental/program curricula for the Educational Policies Board or appropriate School committee;
- f. Consult in a spirit of cooperation with departmental/program members on matters of their own practice and of general departmental interest. (For the chairperson's procedure when a department member is being reviewed by the Rank and Tenure Committee, see Rank and Tenure Procedures, section 2.6.2.2.);
- g. Submit department/program budget proposals and exercise control over expenditures in the approved budget;
- h. Recruit new faculty members, maintain records and complete such reports on applicants as are required by the Human Resources office;
- i. Review the performance of adjunct and visiting faculty and lecturers, based on criteria to be established by the Dean of the School, which may include classroom visitations and the general student questionnaire.
- j. Rank and Tenure Review

It is the responsibility of the chairperson to:

- a. Familiarize himself/herself with and follow the procedures of the Rank and Tenure Committee as these pertain to the chairperson;
- b. Maintain a current file for each member of the department with relevant material of candidates for rank and tenure review; keep informed on candidates subject to interim review, those eligible for tenure, and those eligible for promotion; collect appropriate materials to be presented to ranked members of the department to assist them in their evaluation of the candidates;
- c. Be responsible for the timely placement of the departmental forms in the candidate's rank and tenure file and of the formal letter from the chairperson for candidates subject to interim review, and of any appropriate letters of recommendations on candidates (see Rank and Tenure Procedures, section 2.6.2.2);
- d. Review student evaluations of the candidates, especially the opinions of departmental majors;
- e. Make written departmental rank and tenure recommendations on candidates, in consultation with ranked members; report objectively any recommendations of ranked members which are different from those of the chairperson, submitting those directly to the Rank and Tenure Committee; share and discuss these written

recommendations with the candidate prior to submitting them to the Rank and Tenure Committee;

- f. Submit appropriate written class visitation evaluations from the candidate's departmental file to the candidate's rank and tenure file.

3. Teaching Effectiveness

a. Class visitation of departmental members:

- i. For faculty moving toward tenure, a minimum of two classroom visits per term, at least one by the department/program chairperson, is expected.
- ii. Faculty being considered for promotion must be visited by the chairperson.

b. Written evaluation of class visitation:

- i. The visitor is required to submit a written evaluation of the visit to the faculty member and then to consult about the evaluation with him/her. A copy of the evaluation is to be placed in the departmental file.

c. Student evaluation questionnaire:

- i. Discuss with and make recommendations to departmental faculty concerning student evaluation questionnaires which provide a perspective of teaching effectiveness which complements peer evaluation.

d. Hear and ascertain the validity of complaints that may be received from members of the department or from students who are taking courses in the department /program.

4. Authority

a. To recommend to the Dean, as appropriate, the reappointment or non-appointment of departmental/program faculty;

b. To call departmental/program meetings and to establish departmental/program committees;

c. To assign courses and schedule courses of instructors in the spirit of cooperation with them;

d. To initiate procedures deemed necessary for the good of the department/program (e.g., for the dismissal of an instructor);

e. To visit classes and to delegate tenured members of the department/program to do so; class visitations (day and time) are with the instructor's permission;

f. To exercise the power of veto over departmental/program decisions;

- g. Limitations on the chairperson's authority: major changes (e.g. personnel policies, major requirements, composition of the major, interdisciplinary requirements) may be undertaken only with the approval of the Dean and others if necessary.

1.4.3 VICE PROVOST FOR STUDENT LIFE

The Vice Provost for Student Life is appointed by the President in consultation with the Provost for a term mutually agreed upon, and is responsible to the President and the Provost. As the chief administrative officer for student life, the Vice Provost is charged with facilitating the development of traditional undergraduate students in a manner which complements and completes their academic curriculum and serves the Mission of the College. The Vice Provost is vested with authority commensurate with the following responsibilities: the supervision of the student life educators, administrators, and staff in the areas of the Counseling Center, Public Safety, Health Center, Student Life, Student Involvement and Leadership, Delphine Intercultural Center, Women's Resource Center, and Residence Life. The Vice Provost recommends to the President the appointment, promotion, and retention of the administrative staff. The Vice Provost is a member of the President's Cabinet and an ex-officio member of all committees in the area of student life.

The administrative staff of the Vice Provost for Student Life includes the Dean of Student Life, the Associate Dean of Student Life, the Assistant Dean of Student Life for Residence Life, the Assistant Dean of Student Life for Student Involvement, the Assistant Dean of Student Life for Mission and Leadership, the Director of the Delphine Intercultural Center, the Director of Public Safety, the Director of the Counseling Center, the Director of the Health and Wellness Center and the Director of the Women's Resource Center.

1.4.3.1 Dean of Student Life

The Dean of Student Life is responsible to the Vice Provost for Student Life and is designated the primary advocate for students, providing administrative leadership for the Associate Dean of Student Life, the Assistant Dean of Student Life for Residence Life and Housing, the Assistant Dean of Student Life for Student Involvement, and the Assistant Dean of Student Life for Mission and Leadership. The Dean's duties include the administration of student judicial policies and procedures in collaboration with the Associate Dean of Student Life, the Director of Public Safety and other designated administrators.

1.4.3.1.1 Associate Dean of Student Life

The Associate Dean of Student Life reports to the Dean of Student Life and has the overall administration and management of the student discipline process and the associated protocols with specific attention to non-academic cases; oversees the emergency on-call system involving students, and facilitates the Disciplinary Hearing Boards. Additionally, the Associate Dean of Student Life has supervisory responsibility for overseeing the Directors of the Counseling Center, the Health and Wellness Center and the Women's Resource Center.

Director of the Counseling Center

The Director of the Counseling Center coordinates counseling and psychological services for students on an individual and group basis; consults with student life affairs educators, administrators and staff as well as with faculty regarding student emotional, behavioral and

psychological concerns; provides alcohol and drug education programs as well as other relevant workshops and group presentations.

Director of the Health and Wellness Center

The Director of the Health and Wellness Center coordinates the provision of medical care and education, especially for minor illness or injuries, and health and wellness education and promotion activities.

Director of the Women's Resource Center

The Director of the Women's Resource Center promotes a campus environment where students, especially women students, are encouraged to seek gender-related information and exchange views. The Center coordinates the provision of relevant educational programs and activities and coordinates the Sexual Assault Crisis Response Team.

1.4.3.1.2 Assistant Dean of Student Life for Student Involvement

The Assistant Dean of Student Involvement advises and coordinates the student government, clubs and media, appoints the faculty/staff moderators for all registered student clubs and coordinates multi-cultural, social and co-curricular events and programs for the undergraduate student body.

1.4.3.1.3 Assistant Dean of Student Life for Mission and Leadership

The Assistant Dean of Student Life for Mission and Leadership reports to the Dean of Student Life. The Assistant Dean is responsible for the development, implementation and oversight of a comprehensive student leadership development program. The Assistant Dean works to ensure that co-curricular programs are rooted in the College's mission as a Catholic, Lasallian, and liberal arts institution.

1.4.3.1.4 Assistant Dean of Student Life for Residence Life

The Assistant Dean is responsible to the Dean of Student Life and provides administrative and direct oversight of the Office of Residence Life. The Assistant Dean and the Residence Life staff establish policies, programs and procedures that facilitate students' intellectual and spiritual development as active members of the diverse college community. The administrative staff of Residence Life includes the Assistant Director, Resident Community Coordinators, Resident Counselors/Brother Counselors, and Resident Advisors. .

Resident Community Coordinator

The Resident Community Coordinators reside in the residence halls and report to the Assistant Dean for Residence Life. They are responsible for specific residence halls; coordinate co-curricular programs for resident students; share responsibility for residence staff supervision and training; assist with the resolution of resident student discipline situations; and assist in building management matters.

Resident Counselor/Brother Counselor

The Resident Counselors/Brother Counselors reside in the residence halls and are responsible for a specific residence hall and remaining informed of the well-being of the resident students therein. .

Resident Advisor

The Resident Advisors are trained upper division students who work in collaboration with the Resident Counselor/Brother Counselor under the supervision of the Resident Community Coordinator. They are assigned evening duty hours in the residence halls, and are available to students for general assistance. They attempt to foster an environment conducive to academic scholarship and personal development, provide co-curricular opportunities, and assist in enforcing the code of student conduct.

1.4.3.2 Director of Public Safety

The Director of Public Safety coordinates campus safety and security matters, establishes and enforces parking and traffic regulations, coordinates crime investigation and reporting, and facilitates emergency and natural disaster operations.

1.4.4 VICE PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER

The Vice President for Administration and Chief Financial Officer is appointed by the President with the approval of the Board of Trustees for a term mutually agreed upon, and is responsible to the President. The duties of the Vice President for Administration and Chief Financial Officer include responsibility for all business and financial affairs of the College (business policies, operations, communications, human resources, physical plant and contracted services). The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion, and retention of administrative staff and the selection of firms contracting with the College to provide services. The Vice President is a member of the President's Cabinet and an ex-officio member of all committees in the areas of business, finance, buildings, technology and human resources.

The administrative staff of the Vice President for Administration and Chief Financial Officer are the Assistant Vice President for Business Affairs, the Executive Director of the Physical Plant, the Director of Information Technology, the Director of Finance/Controller, and the Director of Human Resources.

1.4.4.1 Assistant Vice President for Business Affairs

The Assistant Vice President for Business Affairs supervises the operation of the Purchasing Department and the Print Shop, and assists the Vice President for Administration/Chief Financial Officer in preparation of the annual budget, periodic financial reports, and financial analysis of various program alternatives in order to aid the administration in the decision-making process.

1.4.4.2 Executive Director of the Physical Plant

The Executive Director of the Physical Plant supervises the personnel and the maintenance program of the physical plant, including all buildings and grounds, equipment, utilities, and vehicles. The Executive Director also schedules and coordinates the use of College vehicles.

1.4.4.3 Director of Finance/Controller

The Director of Finance/Controller supervises and directs business office operations, including all accounting functions, cash management, billing, collections, accounts payable, and payroll. The Director of Finance/Controller arranges for an annual audit of the College's financial records.

1.4.4.4 Director of Human Resources

The Director of Human Resources is responsible for the College's human resources, compensation, benefits programs, and discrimination policies, including but not limited to the College's sexual harassment policies. The Director coordinates hiring, reviews all contracts, recommends salary, personnel, and benefit policies to the administration, monitors College compliance with laws in government regulations, e.g., Equal Employment Opportunity, Title IX and Title VII regulations, investigates reported complaints of improper conduct, and advises on other appropriate matters affecting the human resources of the College.

1.4.4.5 Chief Technology Officer

The Chief Technology Officer (CTO) is responsible for both academic and administrative technology, including the planning, implementation and management of electronic resources and management of information systems. The CTO also oversees campus telecommunications and departmental duplicating.

1.4.5 VICE PRESIDENT FOR ADVANCEMENT AND PLANNING

The Vice President for Advancement and Planning is appointed by the President for a term mutually agreed upon, and is responsible to the President. The Vice President oversees the offices of Development, Alumni Relations, and Parent Relations. As the principal fund raising officer, the Vice President oversees the offices of Development and Advancement Services. The Vice President is responsible for presenting annual and long-range plans for the funding of institutional priorities and for engaging the alumni, parents, friends, corporations and foundations who can assist the College in reaching its goals. As the principal planning officer for the College, the Vice President oversees the Office of Architecture and Construction and is the reporting officer to whom all planning consultants report. The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion and retention of administrative Advancement, Alumni Relations, Development, and Parent Relations staff and appoints other staff. The Vice President is a member of the President's Cabinet, the liaison to the Board of Regents, the chair of the Campus Planning Committee, and an ex-officio member of all committees in the area of advancement.

The administrative staff of the Vice President for Advancement and Planning are: the Senior Director for Development, the Director of Alumni Relations, the Director of Advancement Services and the Director of the Office of Architecture and Construction.

1.4.5.1 Senior Director for Development

The Senior Director for Development is responsible for planning and directing the College's overall fundraising effort. The Senior Director supervises, guides, and coaches the Annual Fund, Foundation and Corporate Relations, Major Gifts, Athletic Development, and fundraising special events staff and programs. The Senior Director reports to the Vice President for Advancement and Planning, and works closely with the Development Committee of the Board of Trustees.

1.4.5.2 Director of Alumni Relations

The Director of Alumni educates and involves alumni and friends through creative programming, while serving the best interests of the College. In addition to supervising, guiding, and coaching the staff of the Alumni Relations Office, the Director of Alumni Relations also oversees Parent Relations staff and programming.

1.4.5.3 Director of Advancement Services

The Director of Advancement Services is responsible for recording gift information properly, updating donor records, and coordinating proper acknowledgements of donations received by the College. The Director manages the alumni and donor information database.

1.4.5.4 Director of Architecture and Construction

The Director of Architecture and Construction is responsible for supervising and coordinating all construction on campus from preliminary planning through project completion.

1.4.6 VICE PROVOST FOR ENROLLMENT AND VICE PRESIDENT FOR COLLEGE COMMUNICATIONS

The Vice Provost for Enrollment and Vice President for College Communications is appointed by the President and Provost for a term mutually agreed upon and is responsible jointly to the President and Provost. As the administrative officer primarily responsible for the enrollment and retention of students (recruitment, admission, financial aid, registration, progress towards degree) and both external and internal communications and marketing (marketing, media relations, community and government relations, creative services), the Vice Provost and Vice President is vested with authority commensurate with such responsibility. The Vice Provost and Vice President recommends to the President and Provost the appointment, promotion and retention of the administrative staff in Enrollment Services and College Communications and appoints other staff. The Vice Provost and Vice President is a member of the President's Cabinet, the Provost Council, the College Budget and Planning Committee, and is an ex-officio member of all committees in the areas of recruitment, admission, financial aid, registration, college communication and marketing, and retention. The administrative staff of the Vice Provost for Enrollment and Vice President for College Communications are the Dean of Admissions, the Registrar, the Director of Financial Aid, and the Director of College Communications.

1.4.6.1 Registrar

The Registrar is responsible for the following registrarial functions: academic records (transcripts, grades, grading policies); enrollment (registration requirements and procedures, leave of absence, withdrawal from School, verification of enrollment, qualifications for readmission); progress toward degree (academic probation, special academic petitions, declarations of major and minor); determination of degree requirements (candidacy, granting of degrees, course credit evaluations); class schedule, room assignments; and final examination schedule. Along with others, the Registrar contributes to institutional research efforts, and is primarily responsible for the enforcement of academic regulations. The Registrar is assisted by the staff of the Office of the Registrar.

1.4.6.2 Dean of Admissions

The Dean of Admissions is responsible for the recruitment and admission evaluation of all incoming traditional undergraduate students. Responsibilities include demographic research, development of publications and video, School and college visits, interviewing of applicants, and supervision of alumni, faculty and student recruitment programs, consideration of applicants' credentials and determination and notification of admission status. The Director supervises the Admissions office staff of counselors and support personnel.

1.4.6.3 Director of Financial Aid

The Director of Financial Aid supervises and administers all aspects of the financial aid program. The Director counsels students and parents on the availability of financial aid and scholarships, determines eligibility for the college's financial aid programs, prepares applications for federal funds, directs the awarding of financial aid and the maintenance of records, and prepares reports required by federal, state, and institutional agencies.

1.4.6.4 Director of Articulation and Transfer/Associate Registrar

The Director of Articulation and Transfer is the institutional advocate for transfer students. The Director is responsible for developing formal articulation agreements with other institutions of higher education, providing prospective transfer students with preliminary advanced standing evaluations, determining the transferability of courses, and arranging for the course scheduling and orientation of new transfer students. In addition, the Director is responsible for monitoring and addressing other institutional policies and procedures (e.g., residence life, advising, orientation) which affect transfer students.

1.4.6.5 Coordinator, International Recruitment and Admissions

The Coordinator of International Recruitment and Admissions is responsible for the recruitment and admissions of international students to all of the College's programs. In this role, the Coordinator develops and implements recruitment strategies for international students, reviews and makes admissions recommendations on all international applicants, and advises staff and faculty regarding international student admission issues. The Coordinator reports to the Dean of Admissions.

1.4.6.6 Director of College Communications

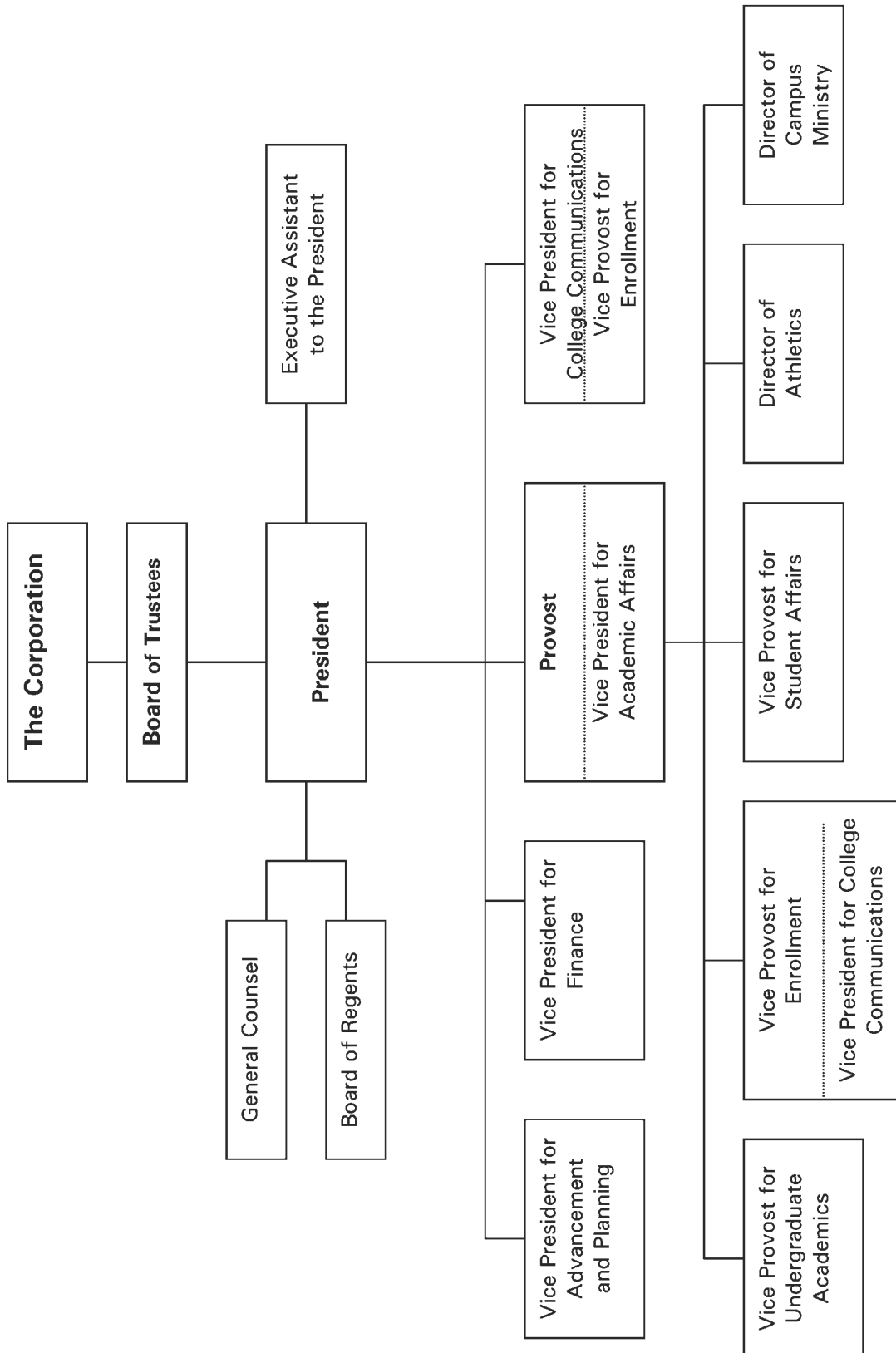
The Director of College Communications oversees internal and external communications on behalf of Saint Mary's College. The Director uses appropriate communications strategies

and programs to support attainment of Saint Mary's College strategic and operating goals and objectives. Maintains a broad understanding of contemporary issues affecting institutions of higher learning, anticipates how these issues may impact Saint Mary's College and its key audiences, and, where appropriate, recommends and implements communications programs that help the College respond appropriately to them. Where appropriate, the Director serves as an official spokesperson for Saint Mary's College. Supports the communications needs of the President, Provost and other senior administrators, and assists other College functions (including Admissions, Advancement, Student and Alumni Relations, and Athletics) with their respective communications needs as required.

1.4.6.7 Director of Creative Services

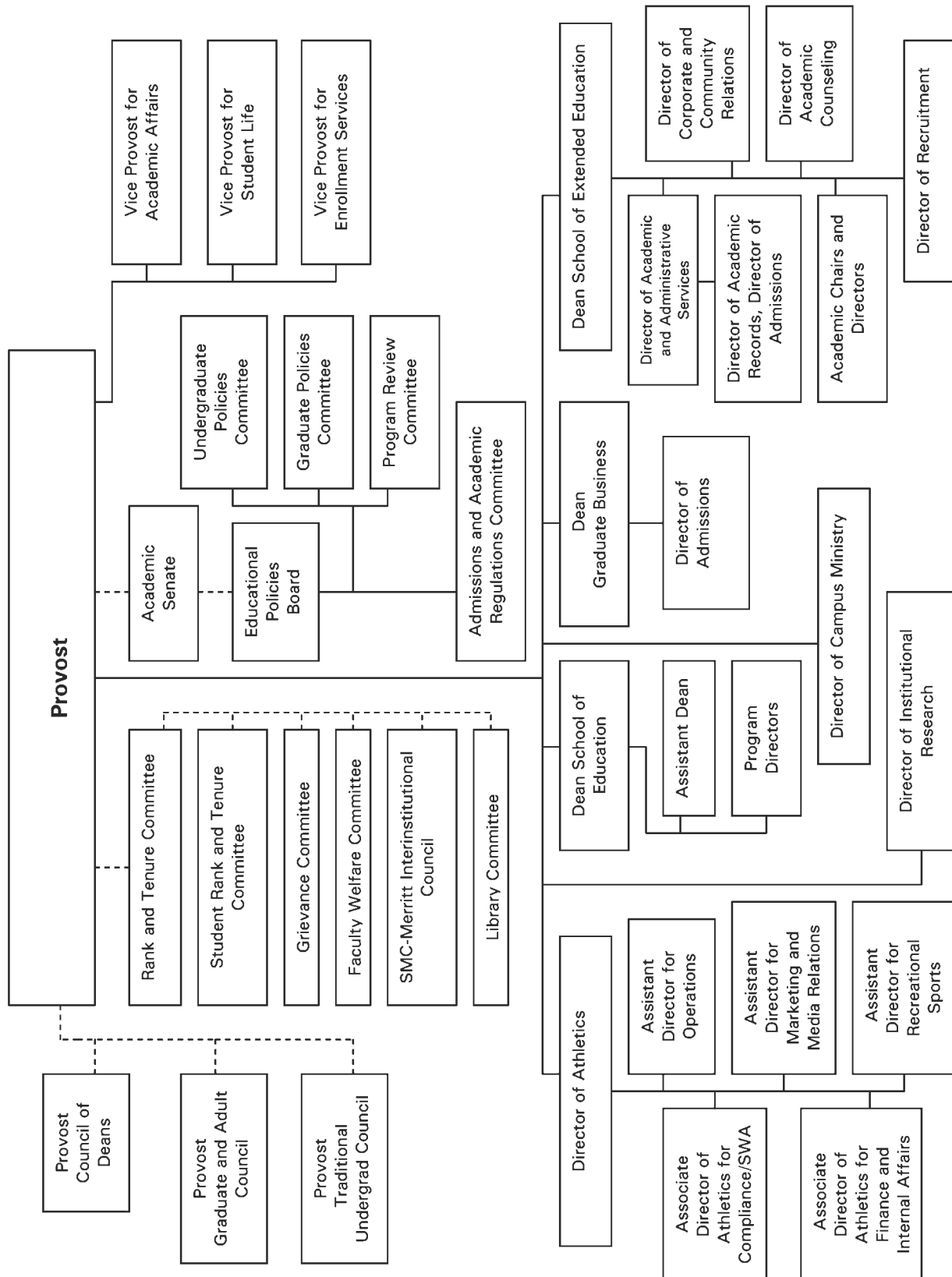
The Director of Publications is responsible for supervising and coordinating the publishing of all materials related to the College and reports to the Director of College Communications. The Director's primary publication responsibilities include academic catalogues, admissions materials, and advancement and development marketing pieces.

ORGANIZATIONAL CHARTS
THE PRESIDENT OF THE COLLEGE



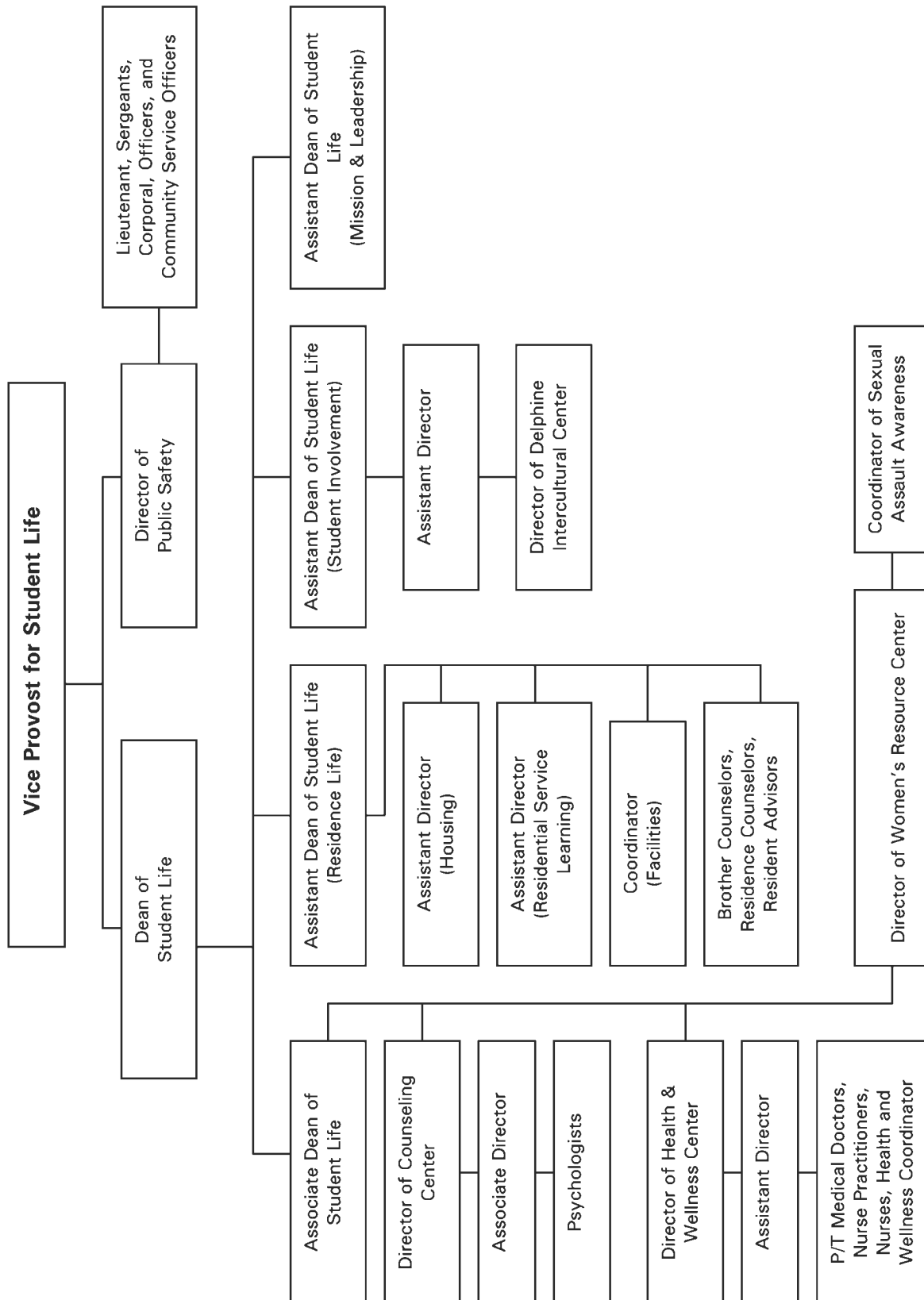
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ORGANIZATIONAL CHARTS THE PROVOST



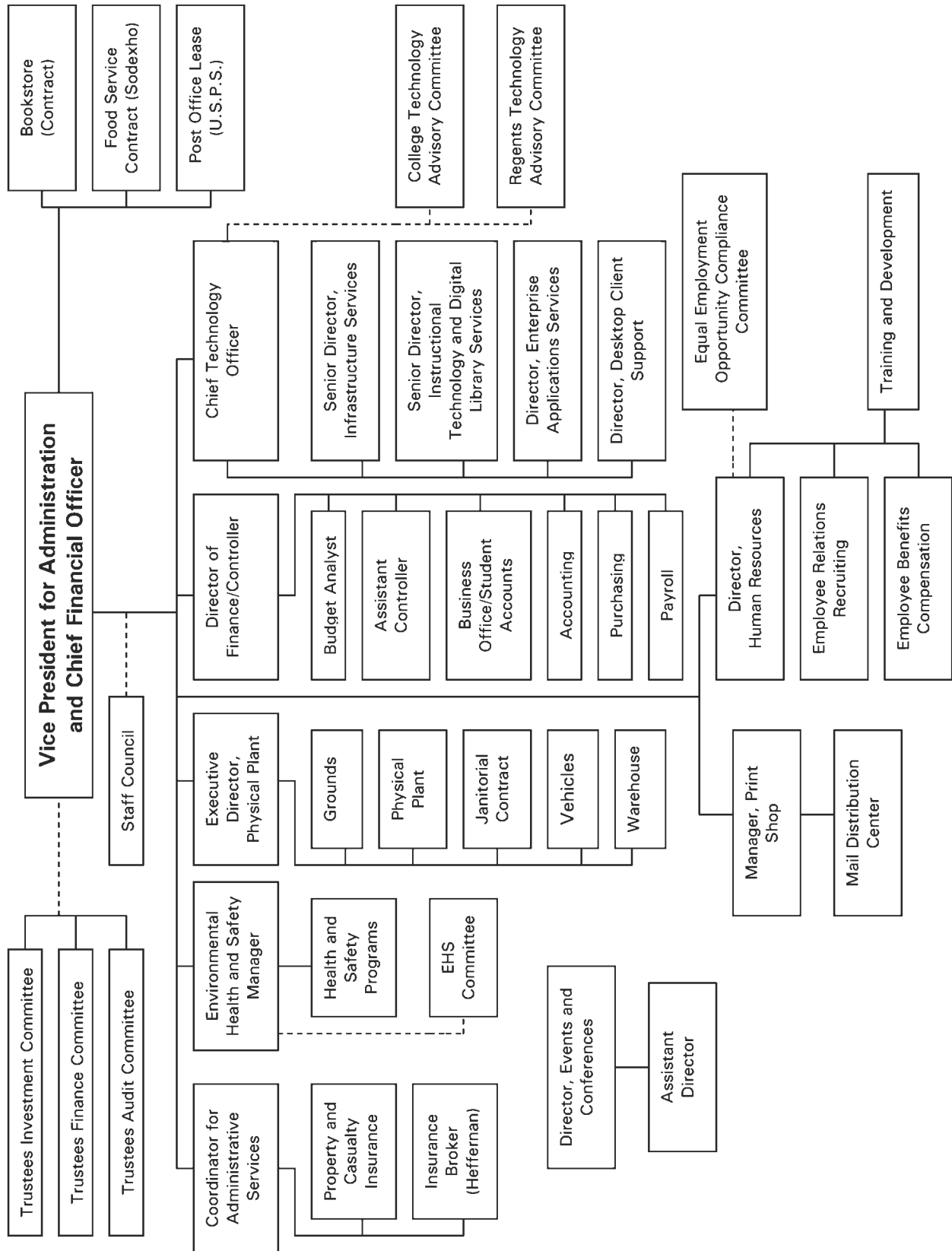
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1.5.2.1 THE VICE PROVOST OF ACADEMIC AFFAIRS

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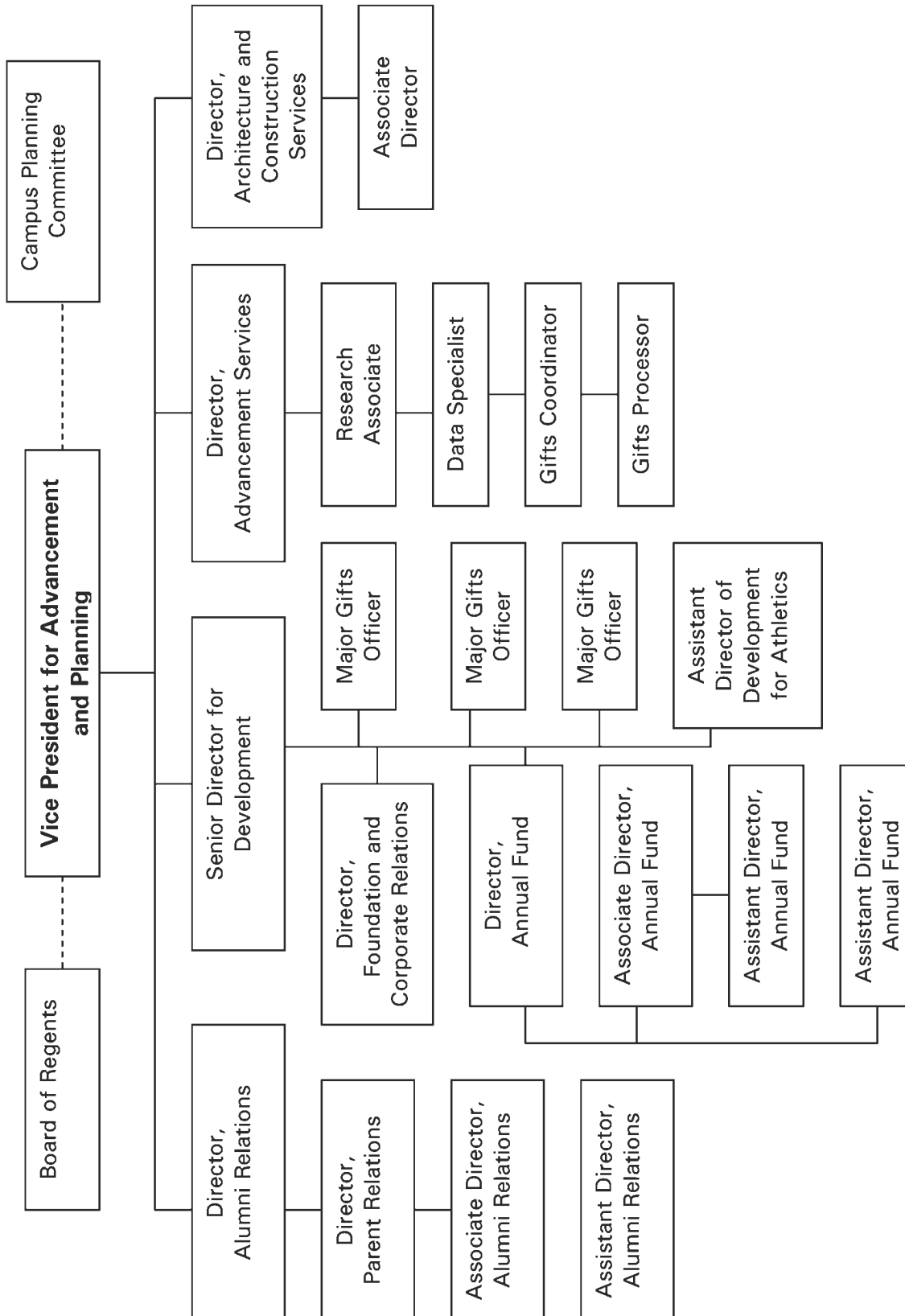
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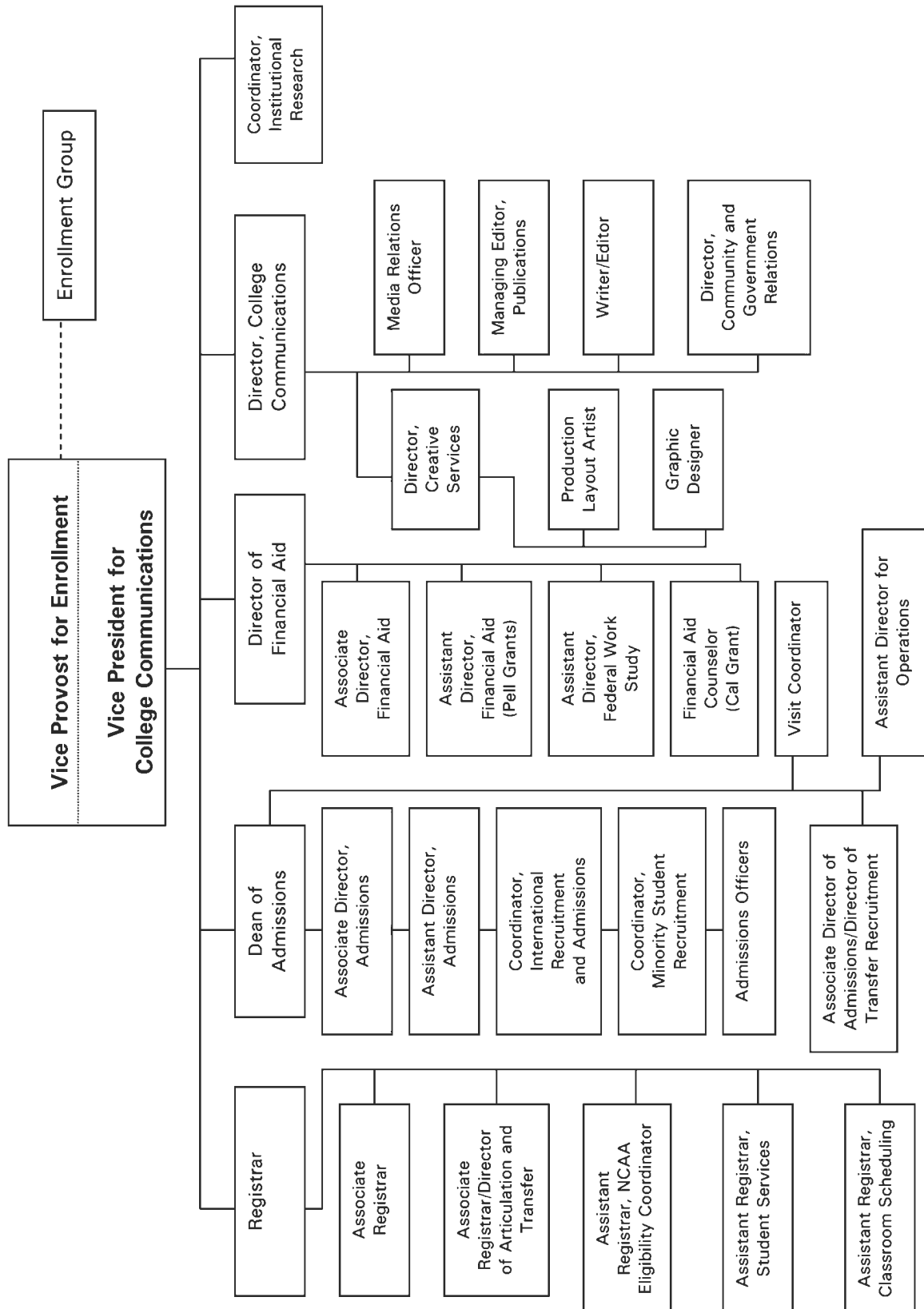
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ORGANIZATIONAL CHARTS
VICE PRESIDENT FOR ADVANCEMENT AND PLANNING



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ORGANIZATIONAL CHARTS
VICE PROVOST FOR ENROLLMENT AND VICE PRESIDENT FOR COLLEGE COMMUNICATIONS



1.6 GOVERNANCE STRUCTURE

Every decision made and action taken by the College attempts to fulfill the Mission and is guided by its spirit. Because that spirit finds its first and primary expression in the relationship between faculty and students, faculty have a particular responsibility to contribute to the effective operations of the College, especially in academic matters. The following section describes the role played by the faculty in the governance of the College.

1.6.1 SHARED GOVERNANCE

The ideal process for decision-making at the College relies on cooperation and respect among all parties involved. Whenever possible, the outcome will be a result of consensus and/or compromise. Typically, several different groups and individuals initiate and review potential actions prior to adoption. The Board of Trustees has final authority to approve or disapprove of changes to the *Faculty Handbook* (Revision Process of the *Faculty Handbook*, see section 1.8.)

1.6.1.1 Faculty Elections

The Academic Senate conducts faculty elections to determine:

1. Faculty officers and representatives:
 - Chairperson and Vice Chairperson of the Academic Senate;
 - Faculty Representative to the Alumni Board of Directors.
2. Faculty membership on:
 - Academic Senate
 - Rank and Tenure Committee
 - Educational Policies Board
 - Undergraduate Policies Committee
 - Graduate Policies Committee
 - Program Review Committee
 - Admissions and Academic Regulations Committee
 - Faculty Welfare Committee
 - Grievance Committee
 - Equal Employment Opportunity Compliance Committee

1.6.1.1.1 Nominations

1. A Candidate Information Survey will be distributed and compiled under the direction of the Academic Senate in the spring of each year.
2. The Academic Senate will direct the preparation of a nominating ballot for each office/committee seat based on (1) statutory requirements for eligibility as set forth in the *Faculty Handbook*, (2) expression of willingness on the part of individual faculty members to serve as indicated by the survey¹, and (3) the current number of positions held by individual faculty members.

¹ Cf. 2.6.1, under Service to the College, concerning exemption from eligibility due to membership on “intensive workload” committees.

3. Eligibility: Determined according to (1) office or committee membership specifications as to faculty rank (ranked or tenured) and instructional duties (4/7 or more, or in the case of chairs and directors of graduate or adult academic units, whose instructional duties are 2/7 or more), (2) appointment status of a faculty member at the time of election (e.g., status in spring term for membership effective in fall term). Faculty members granted a sabbatical or leave of absence retain their eligibility status for election. However, they are not eligible for nomination for any position whose period of service overlaps the academic year(s) of the leave. Tenured faculty members who have been granted a temporary reduced teaching load shall be considered to hold full-time appointments, for purposes of eligibility to serve on faculty committees.
4. Procedure: Each voter must designate twice as many persons as nominees for an office or membership as will be elected to that office or committee (e.g., two persons must be designated by a voter as nominees for representative). The specified number of persons (e.g., two) receiving the most votes are nominees for the run-off election. Upon being notified of nomination by the Election Committee, a faculty member may decline nomination.

1.6.1.1.2

Balloting

1. Any ballot must be available for nine school days (days on which undergraduate classes are held). Every effort should be made to accommodate the schedules of the various schools so that all faculty will be able to vote before the deadline.
2. Ballots will be made available electronically. Access is regulated via individual passwords newly generated for each election.
3. The ballots will be electronically tabulated at a previously announced time under the supervision of a designated member of the Committee on Committees. Normally this will be done soon after the close of voting.

1.6.1.1.3

Election

From the list of nominees each voter must designate the same number of persons as specified for an office or membership. The specified number of nominees receiving the most votes are elected as members. A faculty member may not decline election.

1.6.1.1.4

Faculty Qualifications for Election

In elections conducted by the Academic Senate the following are criteria for election:

1. In elections conducted by the Academic Senate the following are criteria for election:
 - a. Representatives must be faculty who appear on the Rank and Tenure roster.
 - b. Representatives from the Intercollegiate Nursing Program must be full-time, regularly ranked faculty members;
 - c. Faculty representing the undergraduate program in their School must teach a majority of their courses in the undergraduate program of that School. Faculty

representing the graduate program in their School must have taught at least two graduate courses in the School the previous scholastic year.

- d. Faculty representing Schools must be elected from their respective Schools (or in the case of the Intercollegiate Nursing Program, by the Samuel Merritt College faculty). A faculty member may stand for election in one School only. Membership in a School is determined by the departmental appointment. In case of dual appointment or multiple eligibility, the faculty member decides in which School he/she will stand for election.
- e. Faculty representing a program, undergraduate or graduate, in their School must be elected from the respective program. A faculty member may stand for election in one program in a School only. In case of dual appointment or multiple eligibility, the faculty member decides in which program he/she will stand for election.

2. The following are ineligible to stand for election:

- a. Presidents, Vice Presidents, Provosts, Vice Provosts, Deans, Associate Deans, Assistant Deans, Presidential Assistants;
- b. Faculty whose instructional duties are less than 4/7, or, in the case of the School of Extended Education, less than 100 instructional hours in the year previous;
- c. Chairpersons, directors, etc., and directors of graduate or adult academic units whose instructional duties are less than 2/7.

1.6.1.1.5

Voting Rights

1. Elections conducted by the Academic Senate:

- a. Ranked Faculty. All ranked faculty will automatically receive notice that the election ballot has been electronically posted. They will simultaneously receive individual passwords to be used when casting their ballot. Faculty members may vote in one School only. For school-designated positions, all faculty members must declare on the preference survey which pool of eligibility (graduate or undergraduate and school) for which they qualify, determined by the School where the majority of courses are taught in a given scholastic year.
- b. Voting eligibility of Adjunct and part-time faculty will be determined by the Dean's office for the school in which those faculty teach. On or before December 1st of each year, Deans' offices must submit to the office of the Academic Senate a roster of eligible adjunct and part-time faculty based on the following criteria: adjunct and part-time faculty are eligible to vote only when teaching one or more full courses in a given quarter or semester; or, in the case of the School of extended Education, when they are faculty members who have taught at least 100 instructional hours in the previous 12 months in the School of Extended Education. Non-academic administrators and coaches who are full-time College employees are considered adjunct faculty or lecturers if they teach one full course during the scholastic year of the election. If on December 1st, the office of the Academic Senate has not received the voter eligibility roster from a Dean's office, the Senate administrative assistant will request the roster, reminding the Dean's office that the final filing date for the

roster is December 15th. If any school does not submit a roster by December 15th, adjunct or part-time faculty members in that school will NOT receive a password.

1.6.1.1.6 Resignations and Appointments

1. A faculty member wishing to resign from an elected committee must inform the Chair of the Committee on Committees in writing.
2. Should a position in an elected committee, other than the Rank and Tenure Committee and Grievance Committee, become vacant at any time, the Chair of the Committee on Committees shall appoint the runner-up in the election of the vacating member to complete the term. If that runner-up is unable to accept the position, the 2nd runner-up, if there is such a person, will be appointed to complete the term. If no runner-up is available, the Chair of the Academic Senate will appoint a replacement for the remainder of the academic year and the position will be placed on the ballot for the next regular spring election.

1.6.1.2 The Academic Senate

1.6.1.2.1 Role

1. The Academic Senate is the principal instrument through which the faculty of the College exercises its responsibilities in the governance of the academic life of the College community. The Academic Senate is a faculty body with the specific responsibilities of identifying issues of legitimate faculty concern, especially matters directly and indirectly related to the academic life of the College, and to initiate appropriate actions to address them. In the process of arriving at its decisions, the Senate will keep the President and other appropriate officers of the College informed as issues come forward and will seek their advice, expertise, and recommendations.
2. The Academic Senate reviews, comments on, and suggests changes in initiatives that originate from the administrative officers of the College when sent to it for appropriate faculty review. It takes action on particular matters when requested to do so by the President, the Provost, or other designated College officials.
3. The Academic Senate is responsible for the overall design, functioning, and evaluation of faculty bodies (see section 1.6.1.2.1.1.(3) below). It also advises the President and Provost about faculty membership on other governing bodies. It defines the proper responsibilities of, coordinates the functions of, and resolves disputes between the committees and other faculty bodies under its jurisdiction.
4. The Academic Senate provides, through its general meetings, a forum at which members of the faculty may express their opinions on matters under consideration or petition for consideration of other issues and, in so doing, help the Senate to exercise its judgment in an informed manner.
5. The Academic Senate, in collaboration with the Provost, may call a General Faculty Meeting for informal discussion on matters concerning the College community. Some meetings may have an open agenda and others may be planned around broad topics.

1.6.1.2.1.1 Responsibilities of the Academic Senate and Relationship to the Campus Community:

1. Faculty bodies may respond to, provide information for and/or refer recommendations to the Academic Senate (see Executive Meetings, section 1.6.1.2.9.1, and General Meetings 1.6.1.2.9.2). These reports and recommendations are submitted to the Provost. The Provost will keep the Senate informed of action taken. When the Provost has chosen not to act or to act contrary to the Senate recommendations, the Provost informs the Senate of his/her reasons.
2. From time to time, the Academic Senate will make recommendations to the Provost concerning governance structures at the College. The Provost will review the recommendations and if he/she concurs, he/she will forward these recommendations to the President.
3. The Academic Senate defines the procedures and membership of faculty councils and committees of the College. The Academic Senate has these responsibilities for the following committees, councils and governing boards: the Academic Senate, Educational Policies Board, Rank and Tenure Committee, Academic Administrators Evaluation Committee, the Saint Mary's College-Samuel Merritt College Interinstitutional Council, Grievance Committee, Faculty Welfare Committee, Faculty Elections Committee, Committee on Teaching and Scholarship, the Faculty Bookstore Committee, and Library Committee. (Regarding how changes are approved for the *Faculty Handbook*, see section 1.8.)
4. In consultation with the Academic Senate, the President defines the responsibilities and the procedures for the selection and appointment of the Provost. In consultation with the Senate, the Provost defines procedures for the selection, appointment, and evaluation of the Vice Provost of Academic Affairs and the Deans. The actual appointment of the Vice Provost of Academic Affairs is made by the President, in consultation with the Provost (see section 1.4.2.1).
5. The Academic Senate establishes faculty qualifications for election to office and for voting, and defines the responsibilities and the procedures for faculty selection, appointment, promotion and tenure, sabbaticals, grievance, retirement and separation from the College.
6. The Senate's actions are of two kinds: those for which the Senate has full authority to act, such as faculty committee membership and procedures; those which are sent to the Provost for consultation, approval, or disapproval.
 - a. The Senate's authority to act on its own is defined in sections 1.6.1.2.1, 1.6.1.2.1.1, and 1.6.1.2.9.1.3.
 - b. Any motion of the Senate regarding academic programs of the College is sent to the Provost for approval, disapproval, or further consideration. The Provost will act within 60 working days. Requests which are forwarded to the Academic Senate by the Provost will be acted upon within 90 school days.

1.6.1.2.2 Academic Senate Chairperson

The chairperson presides over both the general and executive meetings of the Academic Senate. He/she sets the calendar for all meetings and the agenda for executive meetings.

The chairperson assumes office after serving one year as vice chairperson. He/she receives release time from teaching assignments commensurate with the responsibilities of the office.

1.6.1.2.3 Academic Senate Vice Chairperson

The vice chairperson is elected by the faculty at-large for a three-year term, the second year of which he/she serves as chairperson, and the third year of which he/she serves as past chairperson and Faculty Representative to the Board of Trustees (see section 1.7.3.3.)

1.6.1.2.4 Succession

If the chairperson is unable to continue in office, the vice chairperson assumes the office of chairperson. He/she continues as chairperson through the following year, i.e., the year he/she would normally serve as chairperson.

If the vice chairperson cannot assume the office of chairperson upon the latter's completion of his/her term, the Academic Senate shall elect, by majority vote, a chairperson for the upcoming year. Normally, nominations will be made from among the current and former members of the Senate.

If the office of vice chairperson becomes vacant, due to resignation or assumption of the office of chairperson, the Academic Senate shall elect a current or former member of the Senate to serve the remainder of the one-year term as vice chairperson. A regular election shall be held in the spring for the following year's chairperson and vice chairperson.

1.6.1.2.5 Parliamentarian

The chairperson shall appoint a parliamentarian from the faculty for a one-year term. The parliamentarian, who shall serve at the pleasure of the chairperson, shall be present at all meetings of the Academic Senate (general, executive, special) but shall not have a vote.

1.6.1.2.6 Secretary

The Academic Senate secretary takes minutes of all meetings of the Academic Senate (executive, general, special) and prepares them for distribution to faculty. The secretary also:

1. Prepares agenda (set by the chairperson), memos, and other materials and distributes them to senators, committee chairs, administrators, faculty members, etc.;
2. Maintains all pertinent records and correspondence of the Senate, including a current file of all faculty members (School, full- or part-time status, eligibility for election, etc.);
3. Assists the Election Committee in the conduct of elections;
4. Performs other duties related to the conduct of Senate business.
5. The secretary is selected by the chairperson with the assistance of the Human Resources office and according to established College procedures. The secretary reports to the chairperson.

1.6.1.2.7 Membership

The Academic Senate consists of 18 members, distributed as follows:

- Past Chairperson (in the year following service as chairperson)
- Chairperson - Tenured
- vice chairperson (Tenured chairperson elect)
- five tenured faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, Extended Education, and Education
- six tenured faculty members to be elected at-large from the five schools listed above
- two faculty members on the Rank and Tenure roster who do not have tenure to be elected at-large from the five schools listed above
- one faculty member from the Intercollegiate Nursing Program
- one Parliamentarian, non-voting, appointed by the chairperson for a one-year term

1.6.1.2.8 Terms of Office

Senators are elected for a three-year term, renewable once consecutively. The terms are staggered so that approximately one-third of the terms end each year.

If a senator needs to be absent for a month or more, he/she shall be temporarily replaced by the runner-up in the most recent Senate election in this senator's School.

Should a senator be unable to complete his/her term, the runner-up in the most recent Senate election from the senator's School shall complete the term. If the runner-up is not able to serve, the chair of the Senate will appoint a replacement. (See 1.6.1.1.6 Resignations and Appointments)

1.6.1.2.9 Meetings

Academic Senate meetings are of two types, executive and general. Ordinarily, one meeting of each type is scheduled each month from September through May.

1.6.1.2.9.1 Executive Meetings

The Academic Senate has five executive duties:

1. To receive, review, and respond to and/or refer recommendations and reports from the Senate committees, the President, the Provost, the Vice Provost of Academic Affairs, and the Deans of the Schools.

All concerns related to the academic life of the College are within the Academic Senate's purview except:

- a. Recommendations on sabbatical leaves, which are made by the Undergraduate Policies Committee and the Graduate Policies Committee of the Educational Policies Board directly to the Provost;
- b. Selection of undergraduate students for awards at graduation, which is made by the Undergraduate Policies Committee of the EPB and reported directly to the Dean for Academic Development and the Registrar;

- c. Rank and tenure decisions, which are made by the Rank and Tenure Committee; and
 - d. Grievances, which are considered by the Grievance Committee.
2. To set the agendas for general meetings.

Items for agendas of general meetings are taken from recommendations, reports and requests for review received from:

- a. The President, the Provost, Vice Provost of Academic Affairs, or the Deans of the Schools.
- b. The councils and committees under 1.6.1.2.1.1 (3) above.
- c. The Academic Senate itself. Any member of the Senate, with the consent of the majority of those present at an executive meeting, may place an item on the agenda for the next general meeting.
- d. The faculty. Any faculty member, full- or part-time, may request that an item be placed on the agenda of a general meeting by submitting the request in writing. The Senate will consider placing the item on the general meeting agenda after seeking information from appropriate parties and discussing it in an executive meeting. An agenda item submitted to the Senate with the supporting signatures of ten other faculty members will normally be placed on the agenda of the next general meeting.

In order to avoid jurisdictional disputes and duplication of effort, faculty- and Senate-initiated requests will ordinarily be sent for review to an appropriate council or committee.

Similarly, recommendations and reports received from councils or committees may be returned for further study. Otherwise, all recommendations, reports and requests will be assigned to one of the two following categories:

- i. The consent agenda.
 - 1) Items identified as "consented to" are those which, in the judgment of the Senate, require no further discussion by the Senate or faculty in a general meeting before a recommendation or decision can be made. Such items are judged to be non-controversial, issues which other committees have fully reviewed and to which the Senate can make no further contribution, or issues on which the opinion of the faculty is already known. A two-thirds majority vote of the Senate is required to place an item on the consent agenda, with the exception of the Educational Policies Board's consent calendar, as explained below. All Senate actions passed on a "consent" basis are announced to the faculty at the next general meeting of the Senate and are directed to the appropriate College officials for further action, if needed.

All items from the EPB come to the Academic Senate and go on a consent calendar, for automatic consent agenda approval, without vote or discussion unless:

- the vote to approve by the EPB is less than two-thirds;
- the item involves a perceived alteration of or conflict with the College's Mission;
- the item would have potentially significant campus-wide consequences;
- the item has significant resource or cost consequences that have not been identified and addressed by the EPB. Any item may be removed from the consent calendar by a motion supported by five Senators. The Senate will then reconsider that item for further action. The consent calendar is prepared and managed by the vice-chair of the Senate.

ii. Items for consideration

Reports and actions from all faculty committees come to the Senate for consideration, except as defined in (i) above.

3. To conduct faculty elections.
4. To review at the request of the President cases of alleged unprofessional conduct on the part of a faculty member, except in cases of sexual harassment or sexual misconduct (see section 2.9.2.1).
5. To initiate Senate committees for the purpose of investigating specific problems and issues related to the academic life of the College or concerns of the faculty. The Senate shall exercise due caution to assure that the responsibilities of its committees do not overlap those of other existing committees. Senate committees will normally make recommendations to the Senate at its executive meetings.

1.6.1.2.9.2 General Meetings

The general meeting of the Senate provides a forum for all faculty members to exchange information and opinions about issues relevant to the academic life of the College or the concerns of the faculty. In addition to the items requiring action by the Senate, concerning which the Senate solicits viewpoints from attending faculty members, the agenda of the general meeting may also include:

1. Informational items in which the Senate grants invited speakers an opportunity to address the faculty at-large;
2. Committee reports;
3. General items of faculty interest, including items not yet ready for action, for which the Senate solicits input from the faculty.

Additions or changes to the agenda can be made only by a two-thirds vote of the Senate on a motion not open for debate.

Among the actions the Senate may take at a general meeting on the recommendations and reports it has received are:

1. To discuss and approve;
2. To discuss and not approve, with an explanation of the reasons for non-approval for all principal parties involved;
3. To approve an alternative or to amend; or
4. To return to a particular council or committee with recommendations for reconsideration.

Normally, the chairperson will open the floor to non-Senate members under each agenda item. The floor will remain open until closed by the chairperson, at which time discussion may be restricted to Senate members. All faculty members, whether full- or part-time, currently teaching, on leave, or emeriti, may speak at any general meeting. Staff and students may speak with the permission of the chairperson.

Only Senate members may introduce and vote on motions. The chairperson may choose to poll the faculty members in attendance before a vote is taken. By a two-thirds vote, the Senate can require that a written poll be submitted to the entire College faculty for its response to an issue.

Substantive motions shall require a roll call vote (see Rules of Procedure of the Academic Senate, section 1.6.1.2.14).

The consent agenda from the executive meetings and actions taken at the general meetings are forwarded to the Provost, with copies to the President of the College.

1.6.1.2.9.3 Special General Meeting

A special general meeting may be called by the chairperson upon request of the President or the Provost, by a petition to call such a meeting signed by three members of the Senate, or upon presentation of a petition signed by ten voting faculty who are not members of the Senate. No special meetings may be called without sufficient time (normally one week) for adequate notice to all faculty members.

1.6.1.2.10 The Provost

The Provost may:

1. Approve as presented; or
2. Discuss with the Senate possible revisions, or the intention to disapprove, prior to the final decision; or
3. Disapprove.

At the beginning of each scholastic year, the Provost will submit a report on items pending from the previous academic years, if there are any.

1.6.1.2.11 Quorum

The quorum for meetings of the Academic Senate is ten members and the chairperson or vice chairperson. A quorum must be present within 15 minutes of the scheduled time. In the absence of a quorum, the chair may decide to proceed with the determination of an agenda for the next general meeting. The Senate may not, however, take any other action requiring a vote.

1.6.1.2.12 Attendance

Members of the Academic Senate are expected to attend all meetings. Executive meetings of the Senate may be closed at the discretion of the chairperson.

1.6.1.2.13 Voice

All faculty members, whether full- or part-time, currently teaching, on leave, or emeriti, may speak at any general meeting. Staff and students may speak with the permission of the chairperson.

1.6.1.2.14 Rules of Procedure

All meetings of the Academic Senate are governed by Roberts Rules of Order, Revised, as modified in the Rules of Procedure of the Academic Senate at Saint Mary's College. Each member of the Senate shall be provided with a current copy of the Rules of Procedure; additional copies will be available to the faculty through the Senate secretary. These Rules may be modified only with the approval of the Academic Senate.

1.6.1.2.15 Business Procedures

1. Additions or changes to the agenda can be made only by a two-thirds vote of the Senate on a non-debatable motion.
2. The procedure for council or committee recommendations or reports to the Senate is the following:
 - a. Councils or committees present to the Senate in writing a signed recommendation or report. A minority report of the committee may be submitted if supported by two voting members of the council or committee.
 - b. The text must be distributed to members of the Senate at least 48 hours prior to the executive meeting at which it will be discussed.
 - c. Any recommendation or report will be considered as a principal motion, seconded by the committee vote, which must be reported.
3. An individual faculty member or group of faculty members wishing to place an item on the agenda of a general meeting must formulate it as specifically as possible and present it to the chairperson of the Senate at least 48 hours prior to the executive meeting at which it will be discussed (see Executive Meetings, section 1.6.1.2.9.1, 2.d.).

4. Discussion

- a. Each faculty member wishing to speak to a particular motion is limited to three minutes. Remaining time may be yielded to another speaker.
- b. Speakers are called in the order in which they have notified the chairperson of their desire to speak.

1.6.1.2.16 Presidential Response

The President of the College may report to the faculty at a general meeting on areas where consultation is needed or on executive action to be taken. Such an executive report should be included on the agenda.

1.7 COMMITTEE STRUCTURE

1.7.1 BOARD OF TRUSTEES COMMITTEES

The Standing Committees of the Board of Trustees are:

- Executive Committee
- Academic Affairs Committee
- Advancement Committee
- Finance Committee
- Student Life Committee
- Trustees Committee
- Audit Committee
- Investment Committee

1.7.1.1 Executive Committee

Duties: Except as limited by laws, the Executive Committee shall exercise the full power of the Board in the event of emergency or exigent circumstance(s), as determined by a majority of the members of the Executive Committee in consultation with or at the request of the President. Additionally, the Executive Committee shall:

- review and consider the legal position of the Corporation and take any legal action deemed necessary on behalf of and/or in the interest of the Corporation;
- grant honorary degrees;
- approve, implement, and determine appropriate duties for all standing Board committees;
- advise the Chairperson of the Board on timing for the three (3) regular annual meetings;
- perform other such duties as may be delegated to it by the Board of Trustees.

Membership: The Executive Committee shall be composed of the following members of the Board of Trustees: the Chairperson of the Board, the Chairperson of each standing committee, the College President, and the Provincial of the San Francisco District of the Brothers of the Christian Schools. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee.

1.7.1.2 Academic Affairs Committee

Duties: The Academic Affairs Committee shall make recommendations to the Board of Trustees about:

- WASC (Western Association of Schools and Colleges) recommendations or those of any other accreditation body which affects College programs;
- substantive changes in the academic policies and educational programs of the College;
- Rank and Tenure, sabbatical leave, or other employment policies for College faculty, including changes in the Faculty Handbook;
- recommendations to the committee from the Board of Regents;
- appropriate candidates for degree conferral.

Membership: The Academic Affairs Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President.

1.7.1.3 Advancement Committee

Duties: The Advancement Committee shall foster and promote the fund raising operations of the College and make recommendations to the Board of Trustees about:

- the Core Development Volunteer Group for the College;
- advice and counsel on matters pertaining to development, public relations of the College as those relations concern Advancement Committee responsibilities, alumni, etc.
- establishment of an appropriate goal for the Advancement office and progress toward that goal;
- long-term objectives for the College's Advancement program.

Additionally, within the fund raising policies and priorities recommended by the President of the College and approved by the Board of Trustees, the Advancement Committee shall:

- periodically review the fund raising results, both annual and capital, to assure adherence to fund raising policies and priorities;
- suggest action if fund raising objectives are not met;
- recommend fund raising counsel;
- as appropriate, provide a report to the Finance Committee of the Board of Trustees at scheduled meeting of the Finance Committee and to the full Board of Trustees at least annually.

Membership: The Advancement Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The

Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President.

1.7.1.4

Finance Committee

Duties: The Finance Committee shall review budgets and all other matters relating to the fiscal and general business management of the Corporation with the exception of those matters delegated by the Board of Trustees to the President or to other committees. In particular, the Finance Committee shall make its recommendations to the Board of Trustees about:

- tuition, room and board fees, and other major charges payable by the students attending the College;
- preliminary and final budgets, as well as appropriate long-range financial plans;
- faculty, administrative and staff salary scales and ranges, upon recommendation from the President;
- financial aid allocations;
- plant management and construction issues.

Membership: The Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one primary staff person, the Vice President for Finance and any other officer of the College as designated by the Board, in consultation with the President. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.5

Student Life Committee

The Student Life Committee shall make recommendations to the Board of Trustees about:

- students' interests in the Board's policy-making activities;
- adequate resources, programs and direction for Student Life Programs;
- student development issues in light of the changing needs of students;
- activities of intercollegiate athletics;
- the College's admissions programs;
- tuition waivers;
- financial aid.

Membership: The Student Life Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board in consultation with the President.

1.7.1.6

Trustees Committee

Duties: The Trustees Committee shall make recommendations to the Board of Trustees about:

- the desired Board profile and processes undertaken to ensure that profile is achieved;
- potential candidates for trusteeship;

- orientation and education programs for Trustees concerning ~~to~~ their Board responsibilities;
- self-assessments of the Board on a regular basis;
- presidential review;
- outstanding service and individuals who should be considered for emeritus status;
- governance policies for Trustees' review and approval.

Membership: The Committee shall consist of Trustee members who are appointed by the Chairperson of the Board of Trustees. The College President or his designee will serve as Resource Staff to this Committee.

1.7.1.7

Audit Committee

Duties: The Audit Committee shall act as the independent supervisor of the Corporation's financial and accounting practices and shall:

- conduct the annual review of the independent audit report of the Corporation by:
 - a) selecting, without further review by the Board of Trustees or any other committee, the independent certified public accountants who shall provide auditing services;
 - b) reviewing the work and effectiveness of the independent auditors;
 - c) passing an Audit Committee resolution adopting the annual report.
- recommend action based on the findings of the independent auditors to the internal business and audit staff of the Corporation;
- receive and evaluate recommendations from the Board of Regents of the Corporation within the Audit Committee's area of concern;
- make recommendations of matters within the Audit Committee's area of concern to the Finance Committee; and
- establish an Audit Committee Charter.

Membership: The Audit Committee shall consist of at least five (5) members, which shall include: The Finance Committee Chairperson and four (4) other members, at least one of whom, in addition to the Chairperson of the Finance Committee, must be a member of the Finance Committee, and all of whom shall be members of the Board of Trustees, appointed by the Chairperson of the Board. To be eligible to serve on the Audit Committee, the candidate and/or member must hold no salaried position in the Corporation. The Vice President for Finance and, if the Vice President for Finance so desires, an associate(s) of the Vice President for Finance, shall attend Audit Committee meetings if such attendance is requested by the Audit Committee Chairperson, but the Vice President for Finance and his or her associate, if any, shall not vote on any matter.

1.7.1.8

Investment Committee

Duties: The Investment Committee shall supervise the Corporation's endowment policies, including but not limited to the Corporation's endowment portfolio(s). Within the framework of the policies, including the established investment objectives, approved by the Board of Trustees, the Investment Committee shall:

- recommend investment objectives;
- retain qualified investment managers;

- monitor investment results to assure compliance with investment objectives;
- take appropriate action if investment objectives are not met; and
- report at least annually to the Board of Trustees.

Membership: The Investment Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees.

1.7.2 INSTITUTIONAL COUNCILS AND COMMITTEES

1.7.2.1 President's Cabinet

The President's Cabinet is concerned with the ordinary management of the College and the coordination of all its administrative areas. Members are the President, the Provost, the Vice Presidents, the Vice Provosts, the Executive Assistant to the President, and the General Counsel. Faculty, administrators, students and others participate by invitation or by request. The President's Cabinet meets at the discretion of the President.

1.7.2.2 Equal Employment Opportunity Compliance Committee

Role: The Equal Employment Opportunity Compliance Committee is responsible for considering and deciding allegations of harassment (other than sexual) or discrimination on the basis of race, color, religion, national origin, ancestry, age, gender (including allegations regarding Title IX), sexual orientation, marital status, medical condition, or physical or mental disability according to established College policies and procedures. Complaints involving conduct that might constitute sexual harassment should be reported promptly and directly to the Director of Human Resources, who is responsible for investigating all such complaints involving employees (e.g., faculty, administrators, staff) of the College, or visitors to the College (e.g., vendors, contractors, or other guests of the College).

Membership:

- Director of Human Resources, chairperson
- two ranked members of the undergraduate faculty, elected at-large by the undergraduate faculty
- one ranked member of the School of Extended Education, elected by the members of the School of Extended Education
- one ranked member of the graduate faculty, elected at-large by the graduate faculty
- one ranked member of the School of Nursing, elected by the members of the School of Nursing
- two members of the College staff, appointed by the Director of Human Resources
- two alternate members of the College staff, appointed by the Director of Human Resources
- College Diversity Coordinator, ex-officio
- two alternate faculty members

The first runners-up to each of the elected positions become the alternate members for that position.

After the election but before the announcement of the results, the chair will share the results of the election with the President to avoid any potential conflict of interest. The President may

challenge without prejudice any of those so elected. Anyone so challenged will be replaced by the person elected as runner-up.

The chairperson shall designate one member to serve as chairperson in his/her absence.

Meetings: The Equal Employment Opportunity Compliance Committee meets at least once annually to assess equal employment opportunity policies, procedures and progress. Other meetings will be convened by the chairperson to hear any complaints submitted for its consideration.

Terms of membership shall be for two years. One undergraduate faculty member shall be elected every year, and one staff member and alternate shall be appointed every year.

A quorum of members must be present for the Equal Employment Opportunity Compliance Committee to conduct its business. A quorum shall consist of five (5) members or their alternates.

1.7.2.3 Financial Aid Appeals Committee

The Financial Aid Appeals Committee conducts hearings for students who wish to appeal their financial aid. Members are the Associate Director of Financial Aid, who serves as chairperson, and members from the faculty selected by the Director of Financial Aid.

1.7.3 ACADEMIC AFFAIRS COUNCILS AND COMMITTEES

1.7.3.1 Provost's Council

Role: The Provost's Council consults with and advises the Provost on all matters within the Provost's area: Academic Affairs, Enrollment, and Student Life.

Membership: The Vice Provost of Academic Affairs, the Vice Provost for Enrollment, and the Vice Provost for Student Life.

The Provost's Council meets twice a month.

1.7.3.2 Provost's Academic Council of Deans

Role: The Provost's Academic Council of Deans advises the Provost regarding matters pertaining to their various offices and programs, especially regarding long-range planning, budget priorities, and strategic initiatives.

Membership:

- Provost, chairperson
- Vice Provost of Academic Affairs
- Dean for Academic Advising and Achievement
- Dean for Academic Resources/Director of the Library
- Dean for Academic Development
- Deans of each of the Academic Schools (SEBA, SEED, SOE, SOLA, SON, SOS)
- Dean of Mission and Faculty Development
- Chair of Academic Senate or designee

- Chair of Educational Policies Board or designee

The Provost may augment the committee membership as appropriate.

The Provost's Academic Council of Deans meets twice a month and, in addition, meets jointly with the Campus Deans when the occasion warrants.

1.7.3.3

Campus Deans Committee

Role: The Campus Deans Committee advises the Vice Provost of Academic Affairs and the Vice Provost for Student Life regarding:

- All traditional undergraduate academic and student life matters (programs, management, requirements, etc.) as requested by the Vice Provosts (e.g., recommendations from various councils, committees, etc.);
- Quality assurance of all traditional undergraduate academic and student life programs and activities.

Membership:

- Vice Provost of Academic Affairs and Vice Provost for Student Life, co-chairpersons
- Dean of Admissions
- Dean of Academic Advising and Achievement
- Dean for Academic Development
- Dean for Mission and Faculty Development
- Dean of the School of Liberal Arts
- Associate Dean of the School of Liberal Arts
- Dean of the School of Science
- Dean of the School of Economics and Business Administration
- Dean of the Intercollegiate Nursing Program
- Dean for Academic Resources/Director of the Library
- Dean for Student Life
- Associate Dean for Student Life
- Director of Campus Ministry
- Director of CILSA
- Director of Center for International Programs
- Director of Athletics or representative

The Vice Provosts may augment the Council membership as appropriate by inviting other administrators and faculty to participate in a specific meeting.

The Campus Deans Committee ordinarily meets every two weeks. Additional meetings may be called by the chairperson.

1.7.3.4

Council of Deans of Adult and Graduate Programs

Role: The Council of Deans of Adult and Graduate Programs advises the Provost regarding matters pertaining to their various programs, especially regarding long-range planning and strategic initiatives, student services, and budget priorities.

Membership:

- Provost, chairperson
- Vice Provost of Academic Affairs, as necessary
- Dean of SEBA
- Associate Dean of SEBA
- Dean of SEED
- Dean of SOE
- Dean of SOLA
- Dean for Academic Development
- Chair of Graduate Policies Committee of the Educational Policies Board

The Council of Deans of Adult and Graduate Programs meets twice a month.

1.7.3.5 Council of Deans of Traditional Undergraduate Programs

Role: The Council of Deans of Traditional Undergraduate Programs advises the Vice Provost of Academic Affairs regarding matters pertaining to their various Schools and academic programs, especially regarding long-range planning, strategic initiatives, and budget priorities.

Membership:

- Vice Provost of Academic Affairs, chairperson
- Dean of SEBA
- Dean of SOLA
- Associate Dean of SOLA
- Dean of SON
- Dean of SOS
- Dean for Academic Development
- Dean for Mission and Faculty Development
- Dean of Academic Advising and Achievement
- Dean of Academic Resources/Director of Library
- Director of CILSA
- Director of Center for International Programs

The Council of Deans of Traditional Undergraduate Programs meets twice a month.

1.7.3.6 Rank and Tenure Committee

Role: The Rank and Tenure Committee makes recommendations to the President on tenure and promotion, and makes recommendations to the Provost on reappointment subsequent to interim reviews. (For procedures, see section 2.6.2.2.)

Membership:

- one tenured representative each from the School of Liberal Arts, Science, Economics and Business Administration, Education, and Extended Education, elected for a three-year term, one or two elected each year so that the terms are staggered;

- two members-at-large (undergraduate or graduate), elected for three-year staggered terms;
- a chairperson (with vote), elected from the above seven regularly elected members; the chair will retain the representation for which he/she was elected, i.e., School or member-at-large.
- two alternates (undergraduate or graduate), with three-year staggered terms. The alternates attend Committee meetings and prepare cases at the discretion of the chair in consultation with the committee. The alternates provide the Committee with the flexibility to conduct timely and consistent business. Regular attendance by the alternates provides the Committee with continuity of deliberations and decision-making in the event of the absence of regular members or if required to permanently to replace a regular member who must leave the Committee.
- Provost (ex-officio, non-voting)

The elections for the members-at-large and for the alternates shall be conducted as follows:

In the nominating balloting, each faculty member nominates up to four people. The final ballot consists of the four faculty receiving the most votes on the nominating ballot. On the electing ballot, each faculty member votes for two. The person receiving the highest number of votes becomes a member-at-large on the Committee, and the person receiving the second-highest number of votes becomes an alternate.

If any person serving on the Committee (School representative, at-large member, or alternate) is required to leave the Committee permanently within the first two months of the Committee's sessions, a replacement election must be held.

If any member serving on the Committee (School representative, at-large member, or alternate) becomes ineligible to serve due to sabbatical or leave of absence, or is to be considered for promotion during a year when that member would have been on the Rank and Tenure Committee, a replacement election must be held.

Faculty Qualified for Election:

1. All tenured faculty (i.e., who appear on the Rank and Tenure roster with tenure) whose duties are primarily instructional (i.e., who do not teach less than 55%, or in the case of chairs and directors of graduate or adult academic units, whose instructional duties are not less than 2/7) and who have attained the rank of Associate Professor are eligible for membership-at-large
2. For representatives of a School, to the qualifications in 1 are added: Members must be from the School electing them unless no one from the School is eligible; if a faculty member holds appointment in two Schools, he/she must choose the School of eligibility.
3. Members of the faculty are ineligible for election during their sabbatical year, leave of absence, or if they are to be considered for promotion. As a courtesy to all involved, faculty who anticipate a sabbatical leave in the next academic year are encouraged to withdraw their names from nomination.

4. Any faculty member currently serving on the Rank and Tenure Committee is eligible for election as chair of the Committee for the following year. A faculty member is elected chair for a term of one year, and may be re-elected, up to a total of three consecutive terms.

If a member whose term is ending is elected chair, his/her term of service on the Committee will be extended by one year or as long as he/she is elected chair by the Committee. He/she will retain the representation for which he/she was originally elected to the Committee.

Alternates are not eligible to be elected chair.

Faculty Who May Vote:

All faculty who appear on the Rank and Tenure roster may vote for appropriate members as specified:

- a. All may vote to nominate and elect members-at-large;
- b. Only those holding appointment in the School may vote to nominate two candidates for the School representatives (if a faculty member holds appointment in more than one School, he/she must decide in which School voting will take place);
- c. All may vote in the final round to elect the representatives from each of the Schools.

Election Procedures: Faculty Positions Other Than Chair

1. Six weeks before the start of the annual campus committee elections, the Office of Academic Affairs commences distribution of ballots through faculty boxes or by mail in the following election order:
 - a. Representatives of the School;
 - b. Members-at-large;
 - c. Replacement members.
2. Balloting is conducted during one "school week" (five school days in the undergraduate calendar); ballots must be received by the prescribed date and time to be valid.
3. The initial ballot is a nominating ballot and contains the names of all faculty eligible for the position. Two nominations must be made for the ballot to be valid. The two nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot). For the member-at-large position three nominations must be made for the ballot to be valid. The three nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot).
4. The election ballot contains the names of the nominees. The nominee receiving the largest number of votes is elected. If the election is for a member-at-large, the runners-up become the alternate members of the Rank and Tenure Committee.

Election Procedures: Chairperson

1. On or before February 1, the current faculty members of the Rank and Tenure Committee meet to hold an election for the position of chair of the Committee for the following academic year. (See 1.7.3.5., *Faculty Qualified for Election*, 4.)
 - a. At that meeting all current faculty members of the Committee who have actively served during that term must be present. An alternate may participate only if that alternate has actively participated in the Rank and Tenure Committee work during the term.
 - b. Any current member may be nominated by any other current member of the Committee. A nomination must be declined or accepted at that time.
 - c. Nominations are closed when no other eligible members are nominated and accepted.
 - d. The faculty members present vote until there is a winner with one vote more than 50% of those cast.

Duties of the Faculty Chairperson

- to set the calendar for and agendas of the meetings of the Rank and Tenure Committee;
- to chair the meetings;
- to facilitate the Committee's preparation of letters about faculty under review and sign them;
- to request of the Provost that the appropriate logistical steps be taken by the Office of Academic Affairs so that files are properly prepared, complete, and available for the entire Committee when needed;
- together with the chair of the Academic Senate, to resolve questions concerning the Committee's election procedures, within the guidelines already established by the Academic Senate;
- to be available to the Provost at set times (between May and July) for joint consultation (at the request of the latter) with faculty who have received letters from the Committee.

Role of the Provost:

Because the Provost makes his/her own separate recommendation in the Rank and Tenure process, the role of the Provost on the Rank and Tenure Committee is advisory. The Provost's presence as an ex-officio non-voting member is important in order for the Provost to hear faculty deliberations of a case and to be a resource to the Committee.

Meetings: The sessions of the Rank and Tenure Committee are called by the chair of that Committee. They are not open to the public. The President of the College has the privilege to attend meetings without vote.

1.7.3.6.1

Student Rank and Tenure Committee

Role: The Student Rank and Tenure Committee is advisory to the Rank and Tenure Committee regarding reappointment, tenure and promotion of full-time faculty teaching traditional students in undergraduate courses. It is charged with supplying the Rank and Tenure Committee with student questionnaire data on the teaching effectiveness of faculty being considered by that Committee for interim review, tenure and promotion. It makes formal written recommendations on candidates for tenure and promotion.

Membership:

- chairperson appointed by the Student Body President
- five to six student members appointed by the Student Executive Council

Meetings: Meets as often as necessary, depending on the number of personnel to be reviewed.

1.7.3.7

Educational Policies Board

Role: The Educational Policies Board makes recommendations to the Academic Senate regarding undergraduate and graduate admission and matriculation policies and regulations, curriculum, faculty and student evaluations associated with classroom activities, sabbatical recommendations, and student awards. The EPB brings the issues of undergraduate and graduate education at the College together for consideration and review. Though different in many specific ways, undergraduate and graduate programs must be considered together in the light of the College's Mission. The EPB is charged with strengthening the understanding of faculty and administrators about the needs of each type of program and also how decisions in one area affect others or have an impact on the College as a whole. No fewer than two reassigned times are allocated to this Board, one of which is allotted to the chairperson of the EPB.

The EPB meets monthly during the academic year to plan and review the work of its four committees: Undergraduate Policies, Graduate Policies, Admissions and Academic Regulations, and Program Review. These committees meet as needed throughout the year. It is the responsibility of the committees to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Board.

Membership: The Educational Policies Board is composed of 20 to 21 members and a chairperson. The vice chairperson assumes the office of chairperson after serving one year as vice chairperson. The chairperson becomes past chairperson in the year following service as chairperson. The chairperson, vice chairperson, and the past chairperson, form an Executive Council for the purposes of committee appointments and coordination of the responsibilities and activities of the entire Board.

All faculty members elected to the EPB must satisfy the Qualifications for Election (see section 1.6.1.1.4).

- chairperson (Tenured)
- vice chairperson (Tenured chairperson elect)
- past chairperson (in the year following service as chairperson)
- one Academic Dean appointed by the Academic Vice President (non-voting)
- four tenured faculty members, one elected from each of the undergraduate Schools of Liberal Arts, Science, Economics and Business Administration, and Extended Education
- four faculty members to be elected at-large

- four tenured faculty members, one elected from each of the graduate programs of the Schools of Liberal Arts, Economics and Business Administration, Extended Education, and Education
- one or two faculty members appointed as needed by the EPB Executive Council to fill Committee positions for graduate program faculty
- a representative of the Intercollegiate Nursing Program from Samuel Merritt College appointed by the Executive Council in consultation with the Dean of Nursing
- librarian or appointed designee (non-voting)
- the vice chairperson of the Academic Senate (non-voting)
- Director of Collegiate Seminar (non-voting)
- Jan Term representative (non-voting)

The vice chairperson (chairperson-elect) is elected by the faculty at-large for a three-year period of service: one year as vice chairperson, one year as chairperson, and one year as past chairperson. One year the vice chairperson is elected from those faculty who teach in graduate programs. In the alternate year the vice chairperson is elected from those who teach in the undergraduate programs. In the absence of the chairperson, the past chairperson acts as chairperson. The vice chairperson acts as chairperson if neither the chairperson nor past chairperson is able to perform this duty.

In addition to chairing meetings of the entire EPB, the chairperson also chairs either the Undergraduate Policies Committee, or the Graduate Policies Committee, based on the chairperson's status as undergraduate or graduate faculty. The vice chairperson chairs the other of those two committees. The term of chairing either the Undergraduate or Graduate Policies Committee is two years preceded by one year as vice chair on the same Committee. This person chairs the EPB one year only, but remains as past chair of EPB and chair of either the Undergraduate or Graduate Policies Committee. In short, one serves his/her three-year term on the same committee. The chairperson of the Admissions and Academic Regulations Committee and the chairperson of the Program Review Committee come from within the committees themselves, by appointment from the chair and vice chair of the EPB.

Terms of the office are for three years, with approximately one-third of the Board elected each year as equally as possible from among all the Schools.

1.7.3.7.1

Undergraduate Policies Committee

Membership: This Committee is composed of four undergraduate faculty members from the EPB and is chaired by the chairperson or vice chairperson of the EPB, as appropriate, who is granted one reassigned time. The chairperson of this committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work, for as long as needed.

Duties:

1. Make recommendations to the EPB on matters of undergraduate curriculum, especially:
 - a. changes to general undergraduate education requirements or initiation of new ones;
 - b. appropriateness of all credit and non-credit courses proposed for addition to the undergraduate College catalogues except for January Term courses;

- c. review of academic issues involved in all proposed undergraduate off-campus programs of study associated with Saint Mary's College, except those in the January Term;
 - d. possible new degree and non-degree programs or majors and minors for undergraduates, or the possible discontinuance of current undergraduate degree and non-degree programs or majors and minors;
 - e. special academic problems, including interdepartmental course offerings and the impact of one department's proposed changes on the other departments or programs;
 - f. changes proposed by Schools, departments, or programs in their degree and non-degree program course offerings that result in a change in general education requirements for undergraduate students.
2. Create and disseminate to all faculty guidelines for the development of "experimental course offerings" by departments and Schools. These guidelines include criteria for assessment after at least two and no more than three offerings, to guide the EPB in its deliberations on permanent approval of new course offerings. All individual course approvals should be based on both the guidelines and the way in which the course serves the overall curriculum of the department or program. The Committee encourages a dialogue and collegial relationship with individual instructors and with departments and programs concerning the planning of curriculum. Individual instructors proposing courses or representatives of departments and programs may request a meeting with this Committee to discuss a proposal under consideration.
 3. Together with the Graduate Policies Committee, meet and review faculty sabbatical proposals, according to the guidelines in Sabbatical Leave, section 2.10.1.
 4. Together with the Registrar's office, department chairs, academic Deans, and the Dean for Academic Development, oversee the determination of recipients of student academic awards, including selection of the De La Salle Award recipient.

1.7.3.7.2

Graduate Policies Committee

Membership: This Committee is composed of three graduate faculty members from the EPB and is chaired by the chairperson or vice chairperson of the EPB, as appropriate. The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

Duties:

1. Make recommendations to the EPB on matters of graduate curriculum, especially:
 - a. Academic integrity of new programs;
 - b. Discontinuance of current programs;
 - c. Special academic problems, such as the proper role of technology in providing academic programming (distance learning, etc.) or the impact of one program's proposed changes on the other departments or programs;

- d. How graduate programs relate to the stated Mission of the College and its three traditions.
2. Together with the Undergraduate Policies Committee, meet and review faculty sabbatical proposals, according to the guidelines in Sabbatical Leave, section 2.10.1.
3. Work to identify the unique educational aspects of graduate education at Saint Mary's College and to increase faculty understanding of them, especially in the context of shared educational goals (as expressed in the Mission statement) that define both undergraduate and graduate education at the College. Attend to the distinctive needs of graduate students.
4. Convene meetings of the chairs and program directors of all graduate programs, college-wide, to advise the Committee and to aid in its work as needed.

1.7.3.7.3

Program Review Committee

Membership: This Committee is composed of three undergraduate and three graduate faculty members from the EPB, who select from among themselves a chairperson, or request that the chairperson of the EPB appoint one of them as chairperson. The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

Duties:

1. Create clear guidelines regarding content and form for a systematic review of all undergraduate and graduate degree and non-degree programs on a five-year, rotating basis.
2. Administer that review process following these steps:
 - a. the Committee notifies each department and program of the entire five-year schedule, sending a special notice to individual programs and departments one calendar year in advance of the specified review date;
 - b. departments and programs are responsible for preparing a self-assessment, responding specifically to the guidelines created by the Committee;
 - c. this self-assessment is submitted to the Dean of the appropriate School who reviews it and sends it forward with his/her own brief written evaluation to this committee by the requested deadline;
 - d. the Committee prepares a complete written review, requesting additional information where needed, and after review and approval by the entire EPB, sends it to the department or program under review, the Dean of the appropriate School, and the Provost, if an adult or graduate program, and if it is a traditional undergraduate program, to the Vice Provost of Academic Affairs. (Following this step in the process, the Provost/Vice Provost, as appropriate, will arrange a meeting with the department or program, the appropriate Dean, and the chair of the Committee in order to respond to the review);

- e. administrative issues, particularly budgetary, will be responded to by the Dean or the Provost/Vice Provost within twelve months of reception of the review;
- f. subsequent self-assessments by the department or program must respond substantively to the previous review by the Committee and address the comments of the Dean and the Provost/Vice Provost;
- g. departments or programs that fail to submit a review as scheduled or submit an inadequate review may be censured by the EPB at the request of this Committee, and by order if the chairperson of the Educational Policies Board, all Board actions concerning that department or program may be suspended until such time as the review is submitted and accepted as satisfactory.

1.7.3.7.4 Admissions and Academic Regulations Committee

Membership: This Committee is composed of two undergraduate and two graduate faculty members from the EPB and chaired by the past chair of the EPB. The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work as needed.

Duties:

1. After investigations and review, make recommendations to the EPB concerning:
 - a. goals, policies and standards, and processes for recruitment of students, admissions, and financial aid;
 - b. factors that affect admissions yield and retention, such as financial aid, housing, marketing, honors-at-entrance and other special programs, transfer articulation, new student, pre-college orientation programs;
 - c. academic regulations (academic credit, grading standards, appropriate number of class hours for courses and laboratories, student academic honesty policy, academic probation and disqualification, and graduation requirements for all undergraduate and graduate programs;
 - d. the Undergraduate and Graduate Policies Committees share responsibility with the Admissions and Academic Regulations Committee regarding graduation requirements for the respective constituencies, and all three should work together on particular issues before making their individual recommendations to the entire Board;
 - e. standards and evaluation processes for both faculty and students in connection with academic classes.
2. With regard to student academic awards, this Committee will seek to resolve disputes concerning the process or criteria for determining award recipients, when they arise between departments, programs, and/or Schools, and the Undergraduate Policies Committee.

1.7.3.8

Saint Mary's College-Samuel Merritt College Interinstitutional Council

Role: The Interinstitutional Council facilitates coordination of the Intercollegiate Nursing Program. It advises the Dean of the Intercollegiate Nursing Program on the program in such areas as:

1. Approval of specific degree requirements and major curricular revisions within the context of the Agreement between the two parent institutions;
2. Academic policies and procedures (e.g., grading appeals and grievances, withdrawals, student disqualification from the program);
3. Communication and dissemination of information;
4. Program coordination: long-range planning, program evaluation, joint publications and ceremonies, accreditation and special reports, operational activities (recruitment, admissions, records, student services).

The Dean of the Intercollegiate Nursing Program is responsible for making recommendations to the Educational Policies Board and to the Academic Senate, as pertinent.

Meetings: The Interinstitutional Council meets at least three times per year. The chairperson may schedule additional meetings.

Membership:

- Dean of the Intercollegiate Nursing Program, chairperson (Merritt)
- Chairperson, Undergraduate Nursing Program (Merritt)
- Director, Recruitment and Admissions (Merritt)
- Director, Student Affairs (Merritt)
- Registrar (Merritt)
- two faculty members appointed by the Academic Dean (Merritt)
- student representative appointed by the Student Body President (Merritt)
- Academic Vice President and Provost, ex-officio (Merritt)
- Vice Provost, Student Life (Saint Mary's)
- Dean, Admissions (Saint Mary's)
- Registrar (Saint Mary's)
- Academic Advisor, Nursing (Saint Mary's)
- faculty member appointed by the Provost (Saint Mary's)
- student representative appointed by Student Body President (Saint Mary's)
- Provost, ex-officio (Saint Mary's)

1.7.3.9

Library Committee

Role: The Library Committee serves as an advisory resource to the Director of the Library. The chairperson of the Library Committee serves as a liaison between the Director of the Library and the Academic Senate. The chairperson of the Library Committee reports to the Academic Senate on the following issues:

1. Relations between the professional library staff and other segments of the College;
2. Acquisitions and collection development;
3. Budgetary needs;
4. Public services of the library.

Membership:

- four ranked undergraduate faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Extended Education, appointed by the Deans of the respective Schools for two-year renewable terms, appointments to be staggered
- one ranked graduate faculty member, appointed by the chairperson of the Educational Policies Board, for a two-year term
- one ranked faculty member, appointed by the Dean of the Intercollegiate Nursing Program
- one professional librarian, appointed by the Director of the Library, for a two-year term
- one graduate student, appointed by the chairperson of the Educational Policies Board
- one undergraduate student, appointed by the Student Body President, ASSMC
- one undergraduate student from the School of Extended Education, elected by the class representatives
- chairperson of the Intercollegiate Nursing Program
- Director of the Library

Meetings: The Library Committee meets four times per academic year. Additional meetings may be called by the Academic Senate, the chairperson of the Academic Senate or at the request of a majority of the Committee. The Committee elects its own chairperson from among its sitting faculty members. The chairperson, in consultation with the Director of the Library, prepares the agenda for Committee meetings.

1.7.3.10

January Term Committee

Role: To recommend to the Dean of the School of Liberal Arts guidelines and policies for the January Term; to review proposals for courses offered during that term, including independent study proposals; to supervise catalog publication for each January; to evaluate preregistration results for that term; to recommend policy regarding coordination with other 4-1-4 colleges; to recommend and review other academic activities undertaken in January; to review and evaluate each January Term at its conclusion.

Membership:

- Director of the January Term (chairperson)
- four ranked faculty members appointed by the Dean of the School of Liberal Arts for three-year (staggered) terms
- one student appointed by the Student Body President
- Dean for Academic Development, ex-officio
- Registrar, ex-officio

Committee on Academic Appeals

Role: A faculty/student committee which hears appeals from undergraduate students regarding decisions concerning academic regulations and standards affecting them individually. A standing committee, it is convened and chaired by the Dean for Academic Development, at the request of the student:

1. To hear appeals regarding decisions of the Dean of the School or of the Registrar (and approved by the Dean of the School) concerning courses, standards, academic regulations and requirements for graduation;
2. To hear appeals regarding grades given by instructors;
3. To hear appeals regarding charges of academic dishonesty lodged against students by instructors or by the Registrar.

Membership: The Dean for Academic Development (ex officio and nonvoting), three ranked undergraduate faculty members from the Educational Policies Board, one each from the Schools of Liberal Arts, Science, and Economics and Business Administration, and three ranked alternates, appointed by the past chairperson of the EPB for one year renewable terms; two students appointed by the Student Body President for one year renewable terms and confirmed by the Executive Council of that group.

Procedures:

1. When the student expects to appeal a decision by the Dean of his/her School and/or the Registrar, or to appeal a grade given by an instructor (see 1 and 2 above), the student must file a notification to that effect with the Dean for Academic Development within one month from the beginning of the next long term. (For procedures in the case of a charge of academic dishonesty, see Academic Honesty Policy, section 3.1.1.)
2. The student is normally expected first to take his/her grievance to the instructor or administrator involved. If the student is not satisfied with the outcome, he/she should next take the grievance to the department chairperson or to the appropriate academic administrator.
3. If the grievance is not resolved in step 2, the student will file a written statement of grievance with the Dean for Academic Development. The Dean will notify the appropriate instructor, department chairperson, and the School Dean that a grievance has been filed.
4. If the student decides not to pursue the grievance, he/she must advise the Dean for Academic Development that the notification and/or statement of grievance be withdrawn.
5. The grievance must be brought to the Committee on Academic Appeals before one long term has elapsed since the term in which the cause for appeal occurred.
6. The Committee will not consider a grievance until and unless all the above avenues of informal resolution have been pursued.

7. In convening for a specific case, the Committee chooses its own chairperson. Representatives of the two principals (a ranked faculty member chosen by the student and a ranked faculty member chosen by the other principal) will present to the Committee the respective arguments of the two principals whom they represent. The two principals do not attend the meeting unless requested to do so by the Committee.
8. Minutes of the proceedings will be taken and kept on file in the Office of the Dean for Academic Development. All proceedings and correspondence, and the minutes are confidential and will not be maintained in the student's permanent academic record.
9. In hearing an appeal, the Committee has authority to:
 - a. set time limits on presentation by representatives of the two principals;
 - b. request written statements from the principals, if necessary;
 - c. determine if the principals are to appear before it;
 - d. consider during its deliberations all documents and any records considered by the initiating instructor or administrator; oral and/or written argument of both principals; additional evidence the Committee deems appropriate.
10. The Committee, upon reaching a majority decision, has the authority in the individual case to instruct the Registrar to waive an academic regulation or requirement, make an exception to an academic standard, or to change a grade.
11. The Committee gives written notification of its decisions to the principals.

1.7.3.12

International Programs Coordinating Committee

Role: The International Programs Coordinating Committee coordinates, develops and recommends policies for all international studies undertaken by students at Saint Mary's College as well as abroad. The Committee provides leadership in international education, assuring that such activities are pursued in a coherent manner with attention to their being supported with appropriate resources in a fiscally responsible manner.

Activities supported by the Committee include, but are not limited to, the following:

1. Cultivating and attracting international students by
 - a. recommending policies which encourage international students to attend Saint Mary's College;
 - b. identifying and seeking scholarship funds for such students to study at Saint Mary's College, in collaboration with the Development office.
2. Encouraging cooperation with the Christian Brothers' worldwide network by
 - a. attracting graduates of Christian Brothers institutions worldwide to Saint Mary's College;
 - b. entering into collaborative programs with other Christian Brothers colleges and university.
3. Encouraging an undergraduate and graduate curriculum at Saint Mary's College that prepares students for work and service in an interdependent world by

- a. encouraging the study of cultures and languages both here and abroad;
 - b. encouraging the clustering of existing courses to create area studies;
 - c. encouraging the introduction of international perspectives in existing courses at the undergraduate and graduate levels.
4. Encouraging faculty, staff, and student exchanges with other institutions internationally by
 - a. hosting visiting Fulbright and Marshall Fellows;
 - b. developing data bases for such exchange opportunities;
 - c. fostering the development of foreign language competence among faculty, staff, and students.
5. Supporting a Programs Abroad Committee which itself encourages students to study in foreign countries by
 - a. recommending policies which encourage appropriate study abroad by students from Saint Mary's College;
 - b. advising the Registrar regarding specific study abroad programs;
 - c. reviewing and approving student requests for study abroad for pre-approval of transfer credits;
 - d. collecting materials from programs abroad which are consistent with Saint Mary's College educational goals;
 - e. evaluating and visiting specific programs.

Members of the Programs Abroad Committee are:

- Director of the Center for International Programs
- Registrar
- four full-time faculty members, two from the School of Liberal Arts, one each from the Schools of Economics and Business Administration, and Science, appointed for three-year staggered terms by the chairperson of the Academic Senate (faculty to have a demonstrated interest in and knowledge about study abroad)

The Programs Abroad Committee elects its own chairperson for a one-year term, renewable.

The Programs Abroad Committee meets a minimum of four times yearly.

Meetings: The International Programs Coordinating Committee meets a minimum of four times yearly.

Membership:

- Director of the Center for International Programs (chairperson)
- Chairperson of Programs Abroad Committee
- Coordinator of International Recruiting and Admissions
- Director of Graduate Business Programs
- Registrar
- Dean of Academic Advising and Achievement
- Dean of Admissions

- four full-time faculty members appointed one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education by the Deans of those Schools for three-year staggered terms, renewable.

The Committee reports to the Vice Provost of Academic Affairs, who may appoint up to two additional members.

1.7.3.13 Celebrating Diversity Committee

Role: The Celebrating Diversity Committee evaluates annually the degree to which Saint Mary's College meets the ongoing recommendations and guidelines which promote diversity objectives, as outlined in the "Celebrating Diversity" document (May 21, 1991) and augmented by subsequent recommendations and reports. The Committee provides an annual report to the President and the Academic Senate by August 1 regarding Saint Mary's College's progress toward compliance with the recommendations itemized under Areas I through V in the "Celebrating Diversity" document.

Membership:

- two faculty members
- two staff members
- two administrators
- one alumnus/alumna
- one student

The faculty and staff members and administrators are appointed by the President for three-year terms, staggered. The alumnus/alumna is appointed by the President for a two-year term, and the student for a one-year term, renewable.

1.7.3.14 Human Research Institutional Review Board

Role: The Human Research Institutional Review Board (IRB) meets at least twice a year and regularly notifies the College community at-large concerning the responsibilities of faculty, student or administrative researchers whose projects involve biological and/or behavioral research using human subjects, in order to ensure that the procedures followed safeguard the rights and welfare of research subjects and comply with federal regulations.

The Committee's responsibilities include:

1. The formulation of guidelines and policies which meet federal regulations, incorporate the ethical concerns of the entire Saint Mary's community, and reflect the particular needs of the College researchers. These guidelines and policies are to be approved by the President of the College in consultation with his designee and the College's General Counsel.
2. The provision of information to researchers as to the appropriate means for protecting the rights and welfare of the subject, securing the effective, free, informed consent of the subject, and fulfilling federal, local and Saint Mary's standards regarding human research.
3. The review of all proposals for human research submitted to the Committee by faculty, student or administrative researchers to assure concordance with aforementioned

guidelines. The guidelines specify which research is included and which is exempt from the Committee's research.

The Committee receives proposals from:

- a. All faculty and administrative staff conducting research involving human subjects, regardless of form, location, or whether or not it is funded. If other institutional review has been made, e.g., by a hospital institutional review board, a copy of that review is to accompany the proposal.
 - b. Students who carry out research projects involving human subjects. Approval of the student's protocol by the faculty member sponsoring and supervising the research is to accompany the proposal to the Committee.
4. The maintenance of adequate records and confidentiality. The preparation of a yearly report to the Dean for Academic Development on the research approved.

Membership:

- two ranked faculty members from the School of Science
- one faculty member from the School of Liberal Arts
- one faculty member from the Intercollegiate Nursing Program
- at least one member from off-campus who is not a part of the immediate family of a person who is affiliated with the institution (Code of Federal Regulations 46.107(d)), ex-officio, appointed by the President
- the College's General Counsel, ex-officio, or other designee appointed by the President
- the Dean for Academic Development, ex-officio

The IRB elects its chairperson annually from among its membership. Additional participants may be invited to advise the Committee as needed (e.g. The College's Environmental Health and Safety Manager).

All faculty members of the Committee are ranked faculty appointed by the Deans of their Schools. They are appointed for three-year terms, which must be staggered.

Meetings: The IRB meets as frequently as necessary, but at least twice per year.

1.7.3.15

Faculty Development Fund Committee

Role: The Faculty Development Fund Committee reviews applications from undergraduate and graduate faculty members for awards from the Faculty Development Fund (see also section 2.10.2).

Meetings: The chairperson of the Committee calls meetings monthly to evaluate applications.

Membership:

- Dean for Mission and Faculty Development (chairperson)
- six ranked faculty members, one each from the Schools of Liberal Arts, Science, the undergraduate program of the School of Economics and Business Administration, the Schools of Education and Extended Education, and from the Graduate Business Programs, appointed by the Deans of the Schools.

1.7.3.16

Orientation Committee

The orientation program for new undergraduate students seeks to aid their transition into Saint Mary's College by integrating them into the academic and student life of the College, and by structuring opportunities for the interaction of new students with faculty, staff, and continuing students. Orientation is a shared responsibility of the Offices of Academic Affairs and Student Life. Programs for new students are offered during the summer and at the beginning of each term. A concurrent program for the families of new students is also provided with the assistance of the Director of Parent Relations. The Orientation Committee oversees all aspects of the orientation programs (i.e., academic advising, orientation sessions, Move-In Day, and Welcome Week).

Membership:

- Dean of Student Life (chair)
- Dean for Academic Advising and Achievement
- Dean of Admissions
- Assistant Dean of Student Life for Student Involvement
- Assistant Dean of Student Life for Mission and Leadership
- Director of Events and Conferences
- Director of Collegiate Seminar
- Registrar
- three faculty members, one each from the Schools of Liberal Arts, Science, and Economics and Business Administration, appointed by the Deans of the School
- three students, once each from the above-noted Schools, appointed by the Student Body President in consultation with the Dean of Student Life
- the coordinator of Student Orientation Staff (SOS)

1.7.3.17

Campus Athletic and Recreational Sports Committee

The Campus Athletic and Recreational Sports Committee provides guidance for intercollegiate athletic programs of the College, as well as with the programs for sports clubs, intramural sports, and recreational activities for the general College community. It is the responsibility of the Committee to review matters pertaining to these programs and to offer recommendations to the Director of Athletics, the Provost, and/or to the President of the College.

Meetings: Meets at least three times during the academic year.

Membership:

- Faculty Athletic Representative (appointed by the Provost), chairperson, one-year term
- two faculty members (appointed by the Academic Senate), three-year terms
- two administrator/staff members (appointed by the Provost or designee), three-year terms
- four students (one man and one woman, appointed annually by the ASSMC President from the recreational sports program, and two representing, respectively, intercollegiate men's sports and intercollegiate women's sports, appointed annually by the Student-Athlete Advisory Committee from among its membership), one-year terms
- Director of Athletics
- Associate Director of Athletics for Compliance/Senior Woman Administrator

- Assistant Director of Athletics and Recreational Sports

1.7.3.18 Career Development Center Advisory Board

The Career Development Center Advisory Board provides guidance and direction to the Career Development Center's planning and placement activities.

Meetings: Meets at least four times a year.

Membership:

- Director of Career Development Center
- Associate Director, Career Development Center
- Dean, Student Life
- Alumni Director
- Director, Parent Relations
- Career Counselor
- Experimental Learning Coordinator
- one faculty representative
- one administration representative
- two alumni
- two undergraduate students
- two representatives from the business community
- a Career Placement Director from a local college/university
- a Human Resources recruiter

1.7.4 ACADEMIC SENATE COMMITTEES

1.7.4.1 Grievance Committee

(For Grievance Procedures, see section 2.16.)

The Grievance Committee will be constituted as follows:

Membership:

- nine tenured undergraduate faculty members, three elected at-large each year by the undergraduate faculty, to three-year terms
- three tenured graduate faculty members, elected at-large by the graduate faculty to three-year terms
- two tenured Extended Education undergraduate faculty members, elected by the Extended Education faculty for three-year terms

Elections of the graduate and Extended Education faculty members are so arranged that two are elected in two consecutive years and one is elected every third year. Vacancies of regular Committee members are filled in the next election. Vacancies are filled for the amount of term remaining.

Department chairpersons are not eligible to serve on the Grievance Committee. Faculty members who sit, or who sat, in the preceding year, on the Rank and Tenure Committee, are not eligible to serve on the Grievance Committee.

The Committee will have an alternate membership composed of the runners-up to each of the regular members elected in that year, the alternates to have one-year terms. The alternates form a pool to replace any regular member who, through appointment to department chairperson, or election to the Rank and Tenure Committee, or any other cause, becomes ineligible to serve on the Grievance Committee. Runners-up to the graduate faculty members elected, and runners-up to the Extended Education faculty member will serve as alternates to either the graduate faculty member or the Extended Education faculty member. In the event of a replacement the next runner-up becomes the alternate.

A Grievance Committee member may serve on a maximum of two concurrent grievances. In an academic year in which the number of concurrent grievances filed exceeds three, the chair of the Academic Senate has the discretionary power to enlarge the Committee from the alternates and runners-up from the previous two election years; the Committee is to be enlarged prior to the challenge stage of the grievance proceedings.

For the hearing of each particular case, each party to the grievance can challenge two members. The Committee is then reduced to five by lot, the chairperson to be elected by the Committee.

The chairperson of the Academic Senate will insure that the Committee be operative within five school days from the request for a hearing.

1.7.4.2 Faculty Welfare Committee

Role: The Faculty Welfare Committee represents the faculty on appropriate committees by participating in discussion and determination of financial priorities, faculty salaries, and fringe benefits, and by promoting and protecting faculty interest in matters concerning working conditions, such as office space, secretarial assistance, communications, and parking facilities.

The members shall be free to exercise their own individual judgment in above matters as elected and therefore accountable representatives of the faculty.

Meetings: The Faculty Welfare Committee meets at appropriate times as scheduled by the chairperson of the Committee. The Faculty Welfare Committee informs the Academic Senate of its proceedings regularly and/or on request.

Membership:

- four tenured faculty members elected at-large for staggered three-year terms
- one ranked non-tenured faculty member elected at-large for a one-year term

The Committee shall elect its own chairperson.

1.7.4.3 The Committee on Committees

Role: The Committee on Committees is a standing committee of the Academic Senate, charged with responsibility for conducting faculty elections (see section 1.6.1.1). The Committee reports regularly through the elections season to the Academic Senate and

maintains a year-to-year list of faculty serving in elected positions. The Committee regularly reviews committees' functions and effectiveness and reports on same to the Senate and, when warranted, recommends changes.

Membership:

- vice chairperson of the Academic Senate, who serves as chair of the committee for one year
- five tenured faculty members, one from each of the Schools of Liberal Arts, Science, Economics and Business Administration, Extended Education, and Education, elected for two-year staggered terms

1.7.4.4 Academic Administrators Evaluation Committee

The purpose of the Academic Administrators Evaluation Committee is:

1. to help administrators improve their performance by providing them with assessment information;
2. to assist the College in making informed decisions regarding the retention/release of academic administrators;
3. to identify and communicate to the College the qualities and skills that the faculty think are desirable in academic administrators. To further this purpose, the academic administrators who are being evaluated are strongly encouraged to share *their interpretation* of the evaluation data with the respective relevant faculty body(ies) under his or her jurisdiction.

Role: The Committee's role is to design and conduct periodic, systematic, and confidential evaluations of academic administrators including Academic Deans, Vice Provosts, the Provost, and the President in order to assess their performance in matters substantially affecting the academic life of the College. The Committee will verify that Academic Deans obtain appropriate faculty input for evaluations of Department Chairs and Program Directors. The Committee will consult with relevant supervisors to verify that they have obtained appropriate faculty input for the evaluations of non-academic Deans.

Membership: Five faculty members appointed by the chair of the Academic Senate, one from each School, plus the chair of the Academic Senate as a voting, ex-officio member. The term of office is three years, with terms staggered.

The Committee selects its own chairperson.

Meetings: The chairperson of the Committee calls meetings at appropriate times.

1.7.4.5 Faculty Committee on the Bookstore

Role: The Faculty Committee on the Bookstore represents the faculty in dealings with both the administration and the Bookstore management in regard to all Bookstore matters. The Committee reports to the Academic Senate.

Meetings: The chairperson of the Committee calls meetings at appropriate times (for example, to review faculty requests and recommendations concerning the Bookstore).

Membership: Five faculty members appointed by the chairperson of the Academic Senate, the choice of members to be as representative as possible. The Committee selects its own chairperson.

1.7.4.6 Committee on Teaching and Scholarship

Role: The Committee on Teaching and Scholarship serves as an advisory group to the Dean for Mission and Faculty Development in maintaining a faculty development program that endeavors to be responsive to the needs of the faculty. Members of the Committee contribute ideas regarding faculty development, the improvement of teaching and learning, and scholarly activities, and collaborate with the Dean for Mission and Faculty Development in faculty development events (e.g., lead discussion groups, facilitate workshops or engage in other activities that draw on an individual Committee member's expertise and interest.

Meetings: The Committee meets monthly throughout the academic year. Additional meetings may be called by the chair as needed.

Membership:

- Dean for Mission and Faculty Development, chairperson
- five elected faculty members, one from each School (two-year, staggered terms)
- three faculty members (one-year, renewable terms) appointed by the Dean for Mission and Faculty Development in consultation with the chair of the Academic Senate.

1.7.5 STUDENT LIFE COMMITTEES

1.7.5.1 Disciplinary Hearing Board

The Disciplinary Hearing Board recommends solutions or sanctions to the Dean of Student Life for matters referred to it concerning individual student and student organization disciplinary situations involving alleged violations of the Statement of Community Standards, the Student Code of Conduct, and College policies. Members of the Disciplinary Hearing Board participate in orientation and training sessions as provided and requested by the Associate Dean of Student Life. The Disciplinary Hearing Board meets on an as needed basis as determined by the Associate Dean of Student Life. As disciplinary matters often require expedient resolution on a case-by-case basis, the chair of Disciplinary Hearing Board selects up to two of the student, faculty and administrator members to hear a particular referred case.

Membership:

- Associate Dean of Student Life, facilitator
- four students, appointed by the President of ASSMC, in consultation with the Assistant Dean of Student Life for Student Involvement
- four faculty, appointed by the chairperson, Academic Senate
- four administrators, appointed by the Vice Provost, Student Life

1.7.5.4 Residence Life Advisory Board

The Residence Life Advisory Board advises the Assistant Dean of Student Life for Housing and Residence Life on matters pertaining to residential living.

Meetings: Meets at least twice a year.

Membership:

- Assistant Dean of Student Life for Housing and Residence Life
- Assistant Director of Residence Life
- Assistant Dean of Student Life for Student Involvement
- Assistant Director of Athletics for Recreational Sports and Intramurals
- two faculty appointed by chair, Academic Senate
- two members of Residence Life staff appointed by Assistant Dean of Student Life for Student Involvement
- three students elected by resident students

1.7.5.5 Student Health Committee

The Student Health Committee advises the Health Services staff and the Vice Provost for Student Life on matters pertaining to student health services and issues, and coordinates an annual event that addresses student health concerns.

Meetings: Meets at least twice a year.

Membership:

- Dean, Student Life (chairperson)
- Director, Counseling Center
- Assistant Director of Athletics for Recreational Sports and Intramurals
- Director, Women's Resource Center
- Dean, Intercollegiate Nursing Program (or designee)
- one Athletic Trainer
- College physician
- two faculty members appointed by chair, Academic Senate
- three students (one of whom must be a Resident Advisor) appointed by the President of ASSMC

1.7.5.6 Alcohol and Other Drug Committee

Reports to: Dean of Student Life

Membership:

1. 3 appointed students (one appointed by the ASSMC President for a one academic year term, one appointed by the Assistant Dean of Student Life for Student Involvement for a two academic year term, and one student appointed by the Dean of Student Life for a two academic year term)
2. 2 appointed faculty (appointed by the Academic Senate Chair, one for a one-year term and one for a two-year term)
3. 4 appointed staff (one appointed by the Dean of Student Life, one appointed by the Assistant Dean of Student Life for Student Involvement, one appointed by the Director of Human Resources, one appointed by the Director of Athletics)
4. 2 staff by-right-of position (Director of the Alumni Office, Health Educator from the Health and Wellness Center)

Charge:

The AOD Committee's purpose is to support the legal and responsible use of alcohol while reducing the high-risk behaviors and negative consequences associated with the use of alcohol and other drugs. The committee's activities include:

1. promoting forums for campus dialogue and educational opportunities concerning alcohol as well as illicit and illegal drugs;
2. reviewing the College's policies, procedures and practices regarding alcohol and other drugs; and
3. conducting the biennial review of the College's drug prevention program (in compliance with the Drug-Free Schools and Communities Act Amendments of 1989).

Meetings: Meets at least once per term.

1.7.6 ADMINISTRATION/CHIEF FINANCIAL OFFICER COMMITTEES

1.7.6.1 Budget and Planning Committee

(Description pending)

1.7.6.2 Technology Advisory Committee

Role:

The Technology Advisory Committee (TAC) is charged by the President of the College to review and/or formulate academic and administrative technology policies and procedures and to make recommendations for consideration by the Budget Committee, Cabinet, and President. TAC is also charged with the following responsibilities:

- facilitate the development of a strategic plan for technology, annual technology action plans, annual technology assessments, and revisions in the College's strategic plans as they relate to technology;
- solicit input from the campus community to assess the effectiveness of technology planning and to inform subsequent technology planning processes;
- solicit departmental technology plans and related technology requests;
- recommend prioritization of funding requests and appropriations for technology as they relate to annual action plans and the College's strategic plans;
- survey "best practices" in technology use and implementation at other colleges and universities to inform recommendations for technology at the College;
- keep the campus community informed about technology issues, trends, and plans;
- advocate the use of technology as a vehicle for advancing the College's mission and strategic plans.

TAC may also convene ad hoc task forces to gather information and develop recommendations on specific issues. Membership on task forces may be drawn from members of the campus community who are not members of TAC.

Membership:

- Provost, chairperson
- Vice President for Finance, vice-chair
- Vice President for Advancement and Planning or designee
- Vice President for College Communication or designee

- Vice Provost for Student Life or designee
- Chief Technology Officer
- Dean for Academic Resources
- Registrar
- one faculty representative from each School
- a representative from the Academic Senate

The Chief Technology Officer and/or designee supports the TAC. Members of the campus community may attend TAC meetings by invitation to provide additional support and input.

1.7.7 ADVANCEMENT AND PLANNING COMMITTEES

1.7.7.1 Advancement and Planning Committees

Depending on the nature of the plans for development of the College, the Vice President for Advancement and Planning is advised by committees of the Trustees, Regents, alumni, faculty, administrators and students interested in the specific projects at hand. Included are such committees as the Regents' Development Committee, the Regent advisory committees to the various Schools and departments of the College, and the Alumni Board of Directors, and the Campus Planning Committee.

1.7.8 ENROLLMENT COMMITTEES

1.7.8.1 Enrollment Group

The Enrollment Group brings together College department managers and staff leaders who play important roles in the recruitment, admission, enrollment and retention processes. As a working group of department leaders, it seeks to ensure that the efforts of the various areas are coordinated and cohesive for the benefit of the students.

Membership:

- Vice Provost for Enrollment (chairperson)
- Dean for Student Life
- Dean of Academic Advising and Achievement
- Dean of Admissions
- Dean for Academic Development
- Director of Financial Aid
- Director of Articulation and Transfer/Associate Registrar
- Assistant Dean of Student Life for Residence Life
- Registrar
- Controller
- Assistant Controller
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Coordinator, International Recruitment and Admissions

1.7.9 MISCELLANEOUS COMMITTEES AND FACULTY REPRESENTATIVES

1.7.9.1 Committee for Lectures, Art and Music (CLAM)

Role: The Committee for Lectures, Art and Music schedules events for each academic year designed to enrich and broaden the cultural environment of Saint Mary's College and to appeal to the community surrounding the campus; allocates funds within the budget provided; coordinates publicity, facilities and staffing for events; evaluates the effectiveness and costs of the events.

Membership: Chairperson (appointed by the President of the College) and four part-time staff persons: managing director, events coordinator, technical director, administrative assistant.

The Committee welcomes suggestions for events which reflect the goals of the College and high artistic standards. Faculty, staff and students of the College are admitted to all events at a reduced cost (approximately 50% of regular ticket prices). Faculty and staff may purchase one additional ticket for each event at the discounted rate.

1.7.9.2 Hearst Art Gallery Advisory Board

The Hearst Art Gallery Advisory Board provides the Director of the Hearst Art Gallery with advice and assistance in policy formation, collection development, exhibition planning, budgeting, fundraising, and public relations. Members include one representative each from the Art Department faculty, the Advancement and Planning Office, the Academic Senate, the ASSMC Senate, the Alumni Association, the Christian Brothers, and three Regents and other such members as are appointed by the Director of the Gallery, the total Board membership to be no less than 11, nor more than 25. The chairperson of the Board is appointed by the Gallery Director. The Board meets four times yearly.

1.7.9.3 Joint Committee of Associated Students of Saint Mary's College (ASSMC), Staff Council, and the Academic Senate

Role: The Joint Committee of ASSMC, Staff Council, and the Academic Senate shares information about the work of the three bodies and explores common concerns. Liaison members report regularly to their respective committees on the substance of joint committee discussions and the work of the other bodies, and propose any resolutions on the common concerns of the groups as seem warranted by their discussions.

Meetings: Meets at least twice a semester

Membership: Three students appointed by ASSMC president, three staff members appointed by the Staff Council chair, and three faculty members appointed by the Senate chair.

1.7.9.4 Faculty Handbook Review Committee

Role: The *Faculty Handbook* Review Committee meets as often as needed to prepare publication of the *Faculty Handbook* (see Revision Procedures for the *Faculty Handbook*, section 1.8).

Membership:

- Dean for Academic Development (chairperson)
- Provost

- Chairperson, Academic Senate
- Director for Human Resources
- General Counsel
- President

The chairperson of the Academic Senate may invite Senators or faculty representatives who have authored changes to the *Faculty Handbook* to a meeting of the Review Committee during times when the relevant section(s) will be discussed.

1.7.9.5 Faculty Representative to the Board of Trustees

The Faculty Representative to the Board of Trustees serves as a liaison between the faculty and the Board of Trustees. The representative is expected to report the action and expressed attitude of the Board to the Academic Senate after each meeting of the Board of Trustees, and to report the interests and concerns of the Academic Senate and the faculty to the Board of Trustees as occasion, interest, or propriety require. The representative has voice but no vote, and is expected to respect those matters designated as confidential by the Chairperson of the Board.

During the third year of his/her term, the elected past chair of the Academic Senate serves as the Faculty Representative to the Board of Trustees. In extraordinary cases, the current chair of the Academic Senate may appoint a substitute to take the place of the Faculty Representative to the Board of Trustees.

1.7.9.6 Faculty Representative to the Alumni Board of Directors

The Faculty Representative to the Alumni Board of Directors serves as liaison between the Academic Senate and the Alumni Board of Directors. The representative is expected to report the action and expressed attitude of the Alumni Board of Directors to the Academic Senate, and to report the interests and concerns of the faculty to the Alumni Board of Directors, as occasion, interest, or propriety require. The representative has voice but no vote.

The representative is a member of the Alumni Faculty Relations Committee and advises the Committee on the types of activities designed to promote interaction between the faculty and the alumni, and a member of the Faculty Fellowship Fund Review Committee which selects the annual Faculty Fellowship Fund recipient. The representative is encouraged to attend the four Alumni Board of Directors yearly meetings, the annual workshop, and all meetings of the Alumni Faculty Relations Committee.

The representative is elected by the faculty for a two-year term.

REVISION PROCESS OF THE *FACULTY HANDBOOK*

The content of the *Faculty Handbook* is of three categories:

- a. descriptive and informational material, such as hours of operation for health services or duplicating services, directions for use of the telephone system, descriptions of facilities in the library, etc.;
- b. definitions and procedures that have the force of creating or changing policies, such as sabbatical or rank and tenure procedures, rather than merely describing them; and
- c. material that combines the two functions (a. and b.), such as charts describing institutional organization or committee structure and reporting.

The revision process has three types of procedures:

1. Material in Category (a) is routinely collected and updated by the Dean for Academic Development for each revision of the *Handbook*. When in doubt about the nature of the material, the Dean should consult with the chair of the Academic Senate and the Provost (and, when appropriate, the President), as prescribed in procedure 3, below, before proceeding to revise that section. Changes to material in Category (a) can occur and revised pages can be circulated to faculty to update their *Handbooks* at any time.
2. Material proposed by the Senate requires the approval of the Provost; material proposed by the administration and/or the Provost requires consultation with the Academic Senate. Changes or additions to material in Category (b) that have been approved by the Academic Senate and the Provost are collected through the academic year by the Dean for Academic Development. On or about February 20 of each year, the Dean for Academic Development distributes to members of the *Faculty Handbook* Review Committee all changes or additions to be considered by that Committee. During the first two weeks of March in each academic year, changes to material in Category (b) are reviewed by the Committee. Academic Senate members or faculty representatives who authored changes may be invited to be present during discussion of the section(s) in which they were involved. Changes agreed upon by the Committee are presented to the President for his approval in consultation with the Board of Trustees each year at its May meeting. Changes not agreed upon are returned to the appropriate Senate or faculty representative, or administrator for revision.
3. Any material in Category (c) must be reviewed by the chair of the Senate, the Dean for Academic Development, the Provost, and the President. If all four agree on the nature of the material, it will be treated according to procedure 1 or 2 as jointly agreed upon. If there is disagreement, then such material will be revised only through process 2.

The Dean for Academic Development is responsible for publishing and updating the *Faculty Handbook*. Entries that have been revised bear a notation to that effect on the pages of the Index, which record changes over several years. In addition, all the changes for a given year are presented in order in a separate section following the Index, with strikeouts indicating eliminated words and passages and bolding indicating added words and passages.

2. FACULTY

The faculty consists of all persons who are appointed by the President of the College to teach one or more courses. Administrators with faculty retreat rights are members of the faculty.

2.1 DEFINITIONS OF FACULTY STATUS

Specification of the conditions for appointment for each of the faculty categories below is contained in section 2.2.

2.1.1 RANKED (TENURE-TRACK) FACULTY

Ranked faculty appear on the Rank and Tenure Roster. They are full-time employees of the College unless otherwise specified in their appointment; their appointments are probationary (tenure track) or tenured to the College and not to a program, department or School; they hold the academic ranks of Instructor, Assistant Professor, Associate Professor and Full Professor. Assignment is made to the department or program in which the faculty member teaches the majority of his/her courses. With the exception of the rank of Instructor and Exceptional Candidate appointment, faculty will hold the terminal degree (see sections 2.1.1.1 and 2.1.1.2).

The salaries of full-time ranked faculty whose duties are primarily instructional are contained in the full-time salary scale (see section 2.15.1).

Instructor: Appointment to the rank of Instructor is made when a candidate possesses the qualifications enumerated below for the rank of Assistant Professor with the exception of the terminal degree. The candidate will be enrolled in a terminal degree program in his/her field. Upon completion of the terminal degree, the candidate will automatically be eligible for immediate appointment to the rank of Assistant Professor.

Assistant Professor: Appointment to the rank of Assistant Professor requires that the candidate possess the terminal degree, show clear promise of effective service and teaching effectiveness, be judged competent to teach advanced or upper division courses, and give evidence of continued scholarly achievement.

Associate Professor: Appointment to the rank of Associate Professor normally requires that the candidate have demonstrated his/her effectiveness as a teacher, that he/she show clear promise of high scholarly achievement, and that he/she have demonstrated effective service. Possession of the qualifications enumerated above for the rank of Assistant Professor is assumed. The rank of Associate Professor may or may not accompany tenure.

Full Professor: Appointment to the rank of Full Professor is made in recognition of consistent evidence of high teaching effectiveness, high scholarly achievement, (the latter to be substantiated by a sound reputation among academic colleagues outside the College), and a high degree of effective service. Possession of the qualifications enumerated above for Assistant and Associate is assumed.

2.1.1.1

Terminal Degrees

A doctorate is normally considered to be a terminal degree. Any department wishing to propose another degree as terminal in a specialized field (e.g., the M.F.A. in Creative Writing) should make its case as clearly and fully as possible before the hiring process begins for any position that may be affected. The Educational Policies Board shall initially review such proposed non-doctoral terminal degree designation, and shall review all such designations every six years thereafter. Upon such a review they shall recommend approval or disapproval to the Academic Senate. Upon the approval by the Senate, non-doctoral terminal degrees are subject to final approval by the Provost. Any person hired as having the appropriate terminal degree and who has continued in the same position shall be considered to have permanent approval even if at some later date another degree is designated as terminal for that position. Such initial and permanent approval will appear in that faculty member's contract.

2.1.1.2

Exceptional Candidate Appointments (For Such a Rank)

When the proposed faculty member does not have the terminal degree, but shows clear promise of superior performance as a teacher, has scholarly achievement and service commensurate with the proposed rank, the Provost will seek a recommendation from the Rank and Tenure Committee for a finding of exception to requirement of the doctorate or an acceptable alternative degree to appoint at the rank of Assistant, Associate or Full Professor. A finding of exception by the President upon recommendation of the Provost is unalterable. Such findings for exceptional appointment shall be sought only for initial appointments and may not be used for extensions of current appointments.

2.1.2

NON-TENURE-TRACK FACULTY

Non-tenure-track faculty are of three types: Visiting Faculty, Adjunct Faculty and Lecturers. Visiting and Adjunct Faculty receive a pro-rata salary based on the full-time salary scale (see sections 2.15.1 and 2.15.2). Placement on the salary scale will be based on standards appropriate to their degree, experience and qualifications as enumerated in section 2.1.1. Lecturers receive a salary on a per-course, per-unit, or per-workshop basis.

Visiting Faculty: A temporary full-time appointment clearly limited to a brief association with the College, normally not to exceed two years; for example, to replace a ranked faculty member who is on leave or to fill a new ranked position for which a search has not yet been successful. A Visiting Faculty appointment is made to an individual qualified for or holding faculty rank and status at another college, as enumerated in section 2.1.1. Visiting Faculty receive a title corresponding to their placement on the salary scale.

Adjunct Faculty: An annual, renewable, non-tenure-track appointment which is made to an individual who does not hold a full-time academic appointment elsewhere, excepting individuals on leave from such an appointment. Adjunct appointments are for five courses or more, including administrative duties, are paid on a pro-rata basis, and carry non-teaching duties as enumerated in section 2.11.2, proportional to the extent of instructional duties contained in the appointment. Any adjunct position must be reviewed after two years and a determination made whether to change that position into a tenure-track position. No adjunct appointments may be continued as such for more than three consecutive years without a specific ruling by the Provost, in consultation with the Deans in those Schools that would be impacted by a change in that position, explaining the necessity for continuing the

position in such a way and offering a time-table for conversion to tenure track or reduction to less than 5/7. Although Adjunct Faculty are paid at differing levels corresponding to the full-time salary scale, they hold the title of Adjunct Faculty.

Lecturer: All non-tenure-track faculty who are paid on a per-course, per-unit or per-workshop basis hold the academic title of Lecturer. Lecturers have none of the additional duties as described in section 2.11 and are placed on the Lectureship salary per-course scale for the program to which they are appointed. Lecturer appointments are made on per-unit, per-course, or per-workshop basis only. Lecturer appointments remain non-tenure track appointments regardless of the number of courses taught in an academic year or the number of annual contracts entered into between the Lecturer and the College over time. If a Lecturer is appointed by the President to teach more than one course, unit, or workshop in an academic year, that Lecturer is not entitled, as a result of such appointment(s), to receive benefits that are available to adjunct faculty teaching five or more courses (see section 2.14). The appointment of a Lecturer to teach more than one course, unit, or workshop in an academic year is subject to the prior approval of the Provost, in consultation with the Dean(s) of the School(s) in which such Lecturer's services are to be retained.

	Status		Compensation	
	Tenure-Track	Non-Tenure-Track	Full or Pro-Rata	Per Course Per Unit Per Workshop
Lecturer		x		x
Adjunct Faculty		x	x	
Visiting:				
Assistant Professor		x	x	
Associate Professor		x	x	
Professor		x	x	
Ranked:				
Instructor	x		x	
Assistant Professor	x		x	
Associate Professor	x		x	
Professor	x		x	

2.1.3 EMERITUS/EMERITA

Professor Emeritus/Emerita is an honorary title conferred on a retiring faculty member who has served the College with special distinction.

1. Eligibility. Criteria for eligibility:
 - a. minimum of ten years of full-time service;
 - b. attainment of rank of Associate Professor;
 - c. supporting letters from colleagues.
2. Recommendations. Criteria upon which they should be based:

- a. teaching effectiveness;
 - b. scholarship or artistic expertise;
 - c. effective student advising, where applicable;
 - d. cooperation with colleagues in advancing the academic aims of the College.
3. Privileges. In addition to privileges granted to all retired faculty members, a Professor Emeritus/Emerita:
- a. will remain on the Rank and Tenure roster;
 - b. will receive written faculty ballots;
 - c. will be eligible for appointment to faculty committees;
 - d. may participate in formal academic ceremonies;
 - e. may have his/her name listed in the College Catalog with the designation.
4. Procedure for promotion to Professor Emeritus/Emerita:
- a. The candidate will be proposed in writing for Emeritus/Emerita status by the candidate's department or by a senior faculty member to the Dean of the School.
 - b. The Dean of the School will solicit letters of support from colleagues and the candidate's department.
 - c. The collected letters will be submitted to the Dean, who will forward them with his/her recommendation to the Rank and Tenure Committee.
 - d. Recommendation from the Rank and Tenure Committee will be forwarded by the chair to the President for his approval. In the event that the Provost does not agree with the recommendation, the Provost will forward the Committee's recommendation, along with his/her own recommendation to the President. The President makes the determination whether to grant the Professor Emeritus/Emerita Award.
 - e. The Professor Emeritus/Emerita Award is presented to the recipient in an appropriate ceremony acceptable to the recipient.

2.1.4

ADMINISTRATORS WITH FACULTY RETREAT RIGHTS

Certain administrative positions make the holder responsible for the character and quality of a major academic unit within the College. Because such positions involve responsibility for curriculum and for academic quality, review of faculty, and expectations of leadership over issues that affect the academic enterprise of the College as a whole, they are inherently academic in nature. These positions are the Provost, the Vice Provost of Academic Affairs, and each Dean of a School. When an individual is appointed to one of these positions on a regular basis, that is, other than as Acting or Interim Dean, he/she will also be appointed as a ranked faculty member associated with a department either on tenure track or tenured. Although there is no such status as administrative tenure, he/she has faculty retreat rights, that is, the right to assume the position of a full-time faculty member of the College upon leaving the administrative position.

Assignment to a department will be made by the Provost (by the President in the case of the appointment of the Provost) in consultation with the department involved. For appointments at the ranks of Associate Professor and Full Professor, the Rank and Tenure Committee will be consulted prior to the appointment about the rank and the tenurability of the appointee, as specified in Selection/Appointment of Ranked Faculty, section 2.3.1.

An administrator as defined in this section, who is also a ranked faculty member, agrees to the provisions of this *Faculty Handbook* which are applicable to his/her faculty ranks.

A ranked faculty member who assumes an administrative position at the College that does not carry ranked faculty status nonetheless continues to be a ranked faculty member; however, ranked faculty status is not thereby transferred to the administrative position.

The President may decide to allow an existing or new administrative position to carry ranked faculty status. A proposal to incorporate ranked faculty status into a new or existing administrative position must originate in the Academic Senate and be approved by the Provost before being considered by the President. If an administrative position is converted to an administrative position with ranked faculty status, the incumbent at the time of conversion, if not already tenured as a faculty member, may be granted tenure and/or retreat rights at the discretion of the President (under the procedures described above for the granting of tenure and retreat rights to individuals assuming an administrative position with ranked faculty status). Any teaching under this provision must follow the procedures for approval and notification listed in section 2.1.5 below.

2.1.5

TEMPORARY APPOINTMENT OF ADMINISTRATOR TO RANK ONLY

An administrator in a non-academic position may be appointed temporarily to an academic rank and departmental affiliation by the President if all of the following conditions are satisfied:

1. All the criteria for that rank must be met by the individual and reviewed by the Provost, the chair of the department and the Dean of the School with which the individual will be affiliated. The Provost will make a recommendation of the appropriate rank to the President. If the rank proposed is Associate Professor or Full Professor, the Provost will also consult the Rank and Tenure Committee prior to advising the President.
2. Any teaching in the department or program designated or in any other area is only by invitation of that department or program and requires the consent of the appropriate Dean, the approval of the administrative person's supervisor, and proper notification to the Provost. Continued teaching is subject to departmental need and a regular review of the individual's teaching effectiveness. Teaching under this provision does not imply or confer academic salary nor any rights toward sabbatical or tenure.
3. Under this provision the position does not carry ranked faculty status and does not confer retreat rights on the individual.

The term of appointment is one academic year and may be extended by the President in writing after the first year for a period not to exceed the period of employment as an administrator.

2.2 TYPES OF APPOINTMENTS

Terms and conditions of appointment are contained in letters of appointment from the President, and in this *Faculty Handbook*. While a faculty member may have appointments in more than one School, normally a single letter of appointment for a term or year will be written. Letters of appointment for continuing faculty should be issued in a timely manner prior to the expiration of the current letter of appointment.

2.2.1 INSTRUCTOR APPOINTMENT

Without an expressed exception, a faculty member appointed to the rank of Instructor must be engaged in the active pursuit of the terminal degree. The total period of full-time service prior to the acquisition of the terminal degree may not exceed three years. Notice shall be given in accordance with section 2.8.3.1 at least one year prior to the conclusion of the third year of full-time service if the faculty member is not to be continued in service after the expiration of that three year period. For Instructors who progress to the rank of Assistant Professor, each year at the rank of Instructor will count as one step up to a maximum of three steps in the rank of Assistant Professor in the faculty salary scale.

2.2.2 PROBATIONARY (TENURE-TRACK) APPOINTMENT

The total period of full-time service as a probationary tenure-track appointee may not exceed seven years. At the time of the initial tenure-track appointment, the anticipated year in which the tenure review will occur will be specified in writing. A faculty member coming to the College without any previous full-time ranked teaching elsewhere will be considered for tenure in the sixth year of appointment. The College will recognize up to three years of other full-time ranked teaching elsewhere and credit this toward the year of tenure consideration. Thus, a faculty member with three years credit would come up for tenure consideration in the third year of the probationary appointment. In determining the rank and step initially assigned to a faculty member, the appointee's past activities (e.g., teaching, professional experience, scholarly activities, etc.) are evaluated for equivalence to full-time service.

Scholarly leave of absence for one year or less will count as part of the probationary period as if it were prior service at another institution, unless the individual and the President or his delegate agree in writing to an exception to this provision at the time leave is granted.

Notice shall be given in accordance with section 2.8.3.1 at least one year prior to the expiration of the probationary period if the faculty member is not to be granted tenure (see Standards of Notice, section 2.8.3.2). Failure to give such notice does not constitute the granting of tenure.

2.2.3 TENURED APPOINTMENT

Tenured appointments are permanent appointments which may be terminated only under conditions noted in section 2.8.5, with the burden of proof resting upon the College.

2.2.4 REDUCED SERVICES (TENURED APPOINTMENT)

Tenured faculty may permanently reduce their full-time tenured appointment to a reduced services appointment (4/7 course load or less) through written agreement with the College, called the Reduced Services Plan. In order to be eligible, the tenured faculty member must

have completed 10 years of full-time service and have attained age 60 at the time of the election. The tenured faculty member retains the status and privileges of full-time appointments, excluding rights to sabbatical leave, but including voting rights, access to the facilities of the College, and all other faculty privileges and employee benefits, except life and long-term disability insurance (which are proportional to the reduced salary).

See sections 2.13.2.2 “Personal Leave” and 2.13.2.3 “Scholarly Leave” as well as 2.14.3 “Medical Plans” for further information about reduced services other than those mentioned above.

2.2.5 NON-TENURE-TRACK APPOINTMENT

2.2.5.1 Visiting Faculty

An appointment as Visiting Faculty is a full-time non-tenure-track appointment, not to exceed two years.

2.2.5.2 Adjunct Faculty

Adjunct Faculty are appointed on an annual, non-tenure-track basis, provide services in accordance with the letters of appointment that govern their appointments, and may be appointed for two additional consecutive annual appointments, following their initial annual appointment. In the event that sufficient enrollment is not attained to warrant offering the courses designated, or an adjustment in the workload and compensation, in the judgment of the Dean of the School, in consultation with the Provost, must be made, the College reserves the right, in its sole discretion, to terminate or modify appointment, including assignments of other courses in subjects for which the Adjunct Faculty member is qualified, without further obligation to that Adjunct Faculty member.

After the third annual appointment, no new appointment can be made without the specific ruling and timetable called for from the Provost in section 2.1.2 under Adjunct Faculty. Until that ruling following the third annual appointment, no Adjunct Faculty who has been appointed to three annual appointments shall be eligible for appointment. The procedures and criteria concerning adjunct positions apply to all Adjunct Faculty hired beginning January 1, 1997. Adjunct Faculty hired prior to January 1, 1994, are covered by Protocols in section 2.2.7; for faculty hired between January 1, 1994, and December 31, 1996, see section 2.4, Evaluation of Adjunct Faculty.

2.2.5.3 Lectureship

An appointment as Lecturer may be made on a per-course, per-unit, or per-workshop basis on the salary scale of the appropriate School and may be offered indefinitely. Lecturers provide services in accordance with their letter of appointment, and appointment of Lecturers shall be governed by and limited to the terms of their letter of appointment. Lecturers will be appointed to teach a maximum of four courses a year. Deans who wish an exception to this limit for compelling programmatic reasons must consult with and obtain the approval of the Provost.

2.2.6 CONSIDERATION FOR THE CREATION OF ADDITIONAL FACULTY POSITIONS

The Provost approves faculty for adjunct (pro-rata) or tenure-track appointments in all Schools.

2.2.6.1 Adjunct Faculty (for the undergraduate programs in the Schools of Science, Liberal Arts, Economics and Business Administration, and for the School of Education):

Any Adjunct Faculty member teaching the equivalent of five or more courses should be given full-year, pro-rata appointments. Letters of appointment should be written for the whole year when departmental needs can be clearly identified. Departments should assess their needs for non-tenure-track faculty for the year as a whole in order to give, where possible, annual letters of appointment. Such appointments are subject to the reviews called for in section 2.1.2.

2.2.6.2 Tenure-track faculty:

When multiple part-time appointments totaling seven or more courses are regularly made in a single department or program, a case should be made where appropriate for a full-time tenure-track faculty position by the Dean of the School to the Provost. It is the responsibility of the department to make a clear and cogent case for and to provide supporting materials and justification concerning the hiring of someone for such a full-time tenure-track position, especially when the appropriate "terminal" degree may not be the Ph.D.

2.2.7 PROTOCOLS

2.2.7.1 Direct Appointment to a Tenure-Track Position Without a National Search, for Adjunct Faculty Hired Prior to January 1, 1994

1. The Provost identifies the need for a tenure-track position, and the President approves the need for a tenure-track position.
2. A faculty member with at least a 5/7ths appointment for two of the most recent three academic years submits a written request for a direct appointment to the appropriate department chair or program director.
3. The department chair or program director reviews with the faculty member his/her qualifications for tenure-track consideration, based on the Faculty Handbook guidelines. The chair makes a written recommendation supporting or opposing the appointment.
4. The chair or program director forwards his/her recommendation and documentation to the appropriate Dean(s) who evaluates the candidacy and makes a recommendation supporting or opposing the candidacy. The Dean(s) pass on the recommendation and all documentation to the Provost.
5. Based on the record which is forwarded from the Dean(s), the Provost determines if the candidate is competitive with a potential first-choice candidate from a potential national search process. The Provost then forwards his/her written recommendation to the Rank and Tenure Committee with all the documentation.
6. The Rank and Tenure Committee reviews the documentation including the Provost's recommendation. In the case of appointment at the rank of Assistant Professor, the Rank and Tenure Committee offers an informal oral assessment to the Provost. In the case of

other ranks, the Rank and Tenure Committee provides written recommendation to the Provost.

7. The Provost reviews the evaluations of all the other steps and makes a final recommendation to the President, and the President approves or denies the request for direct appointment.

Nothing in the Protocol 2.2.7.1 process precludes the Saint Mary's College faculty member from participating in a subsequent national search process, should direct appointment to the position not be approved. The decision against direct appointment is not a matter for grievance.

2.2.7.2 Candidacy of a Current, Non-Tenure-Track Saint Mary's College Adjunct Faculty Member Hired Prior to January 1, 1994, in a Search Procedure for Tenure-Track Appointment

1. The Provost identifies the need for a tenure-track position, and the President approves the need for a tenure-track position.
2. The Provost shall notify all eligible faculty (see section 2.2.5.2) of the College's policy on assessment of non-tenure-track faculty and on institutional planning regarding conversion and/or consolidation of non-tenure-track positions into tenure-track positions.
3. As soon as a national search or internal consolidation is approved by the Provost, the Dean of the appropriate School, coordinating with the appropriate department chair(s) or program director(s) arranges a formal evaluation for any Saint Mary's College faculty whose job would be affected by the search and who has not been evaluated within the preceding 12 months. A faculty member may choose to decline the evaluation on the basis that he/she will not be pursuing a candidacy for the new position. Anyone who is evaluated should be provided with specific feedback on their qualifications (teaching, service, scholarship) in relation to the perceived "national pool."
4. When the search begins, the Saint Mary's College faculty member may apply and be considered as any other candidate would be. Until such time as non-tenure-track faculty have access to comparable faculty development support for scholarly activities, an eligible faculty member under section 2.2.7.2 may ask for such support to make it possible for that faculty member to be as competitive as possible in a national search process. The Provost, whenever a conversion or consolidation is planned, will identify which Saint Mary's College faculty are eligible for such special access.

If non-tenure-track Saint Mary's College faculty are to compete in national search procedures, some attention must be given to the "service" component of such an evaluation, since non-tenure-track faculty are not currently allowed to serve on elected faculty committees. In addition, funding support for professional and scholarly development for those non-tenure-track faculty competing for tenure-track positions should be increased to the same level as for those on tenure track, as soon as a designation of eligibility is made and approved by the Provost.

2.2.7.3 Case-by-Case Review of Adjunct Faculty Hired Prior to January 1, 1994, Not Covered by 2.2.7.1 or 2.2.7.2

1. The faculty member may request a review of his/her performance and/or position in any year.

2. In the event that the faculty member has not requested a review, the appropriate Dean(s) will initiate a review of all Adjunct Faculty and their positions during the third of every three years. Every faculty member should have an officially designated "primary department or program appointment" for the purposes of review and evaluation, although the Provost has the discretion under this provision to appoint a different chair and/or Dean to do the actual evaluation.
3. With a positive recommendation from the Dean, the Provost may elect to retain the non-tenure-track position and/or the person at 5/7th or greater for longer than three years without a national search or direct appointment (according to 2.2.7.1 and 2.2.7.2).
4. In the absence of a specific request by a faculty member, and because the Provost is responsible for identifying and justifying all faculty/administrative appointments at 5/7ths or greater that continue for three consecutive academic years but are not tenure-track, the Provost may initiate an individual review, as in 2.2.7.3.(2), or may choose not to do so.

2.3 SELECTION AND APPOINTMENT PROCEDURES

2.3.1 SELECTION/APPOINTMENT OF RANKED FACULTY

1. Ordinarily, a search originates in and is conducted by an academic department or program. Before beginning the selection process, the department chair shall request the Dean of the School to secure written authorization from the Provost for a particular position, while the President approves the total number of new positions. After written authorization has been secured, the Dean will notify the department chair in writing and attach the documents listed below (2.3.1(3)). The chair bears responsibility for ensuring that the procedures below are followed, with particular emphasis upon selecting colleagues who support the mission of the College, meet the needs of the department or program, and help the College fulfill its commitment to diversity.
2. The department chair, in consultation with the ranked faculty in the department or program and the Dean of the School, appoints a Search Committee, chaired, whenever possible, by a tenured faculty member. In extraordinary circumstances (e.g., when hiring for a new program), an academic Dean may initiate a search. In such cases, the Dean shall appoint a faculty chair of the Search Committee who will carry out the search process; under these circumstances, the Dean maintains responsibility for ensuring that procedures are followed. In any case, the Committee shall include a faculty member from outside the department, preferably one from outside the School. For primarily traditional undergraduate appointments, the Committee should include a faculty member who has taught in and will represent the Collegiate Seminar.
3. The Committee shall consult the following documents provided by the Dean at the time of written approval:
 - a. the College Mission statement;
 - b. the Equal Employment Opportunity Recruitment document (available in Human Resources office);
 - c. the Faculty Search Procedures statement (available in Human Resources office);

4. The Committee shall also consult directly with the Provost regarding approved procedures for the proactive recruitment of faculty.
5. Ranked faculty (that is, those on the Rank and Tenure roster) play an essential role in the recruitment and selection of new members of the faculty at Saint Mary's College. Accordingly, throughout the search and selection process, the Committee shall consult with all ranked department faculty and the Dean.
6. In order to meet the College's commitment to diversity, a good faith² effort should be made to include at least one candidate, in the final list of candidates, from traditionally underrepresented groups (including but not limited to racial, gender, and disabled) in the field for which the search is occurring. To enable a faculty Search Committee to conduct the strongest possible search for underrepresented candidates, the Human Resources office will send to the faculty Search Committee chairperson a copy of the Faculty Search Procedures, which includes a section on underrepresented groups.

Before the actual search begins, the Search Committee will return their pro-active plan on the recruitment of underrepresented groups, to the Equal Employment Opportunity Committee chair and the appropriate Dean. The Equal Employment Opportunity Committee and the Dean will review the plan separately and then supply feedback and recommendations to the Search Committee.

7. The Search Committee shall narrow the pool of applicants to a list of candidates to be interviewed. This list, as far as possible, should reflect the College's commitment to its mission, department/program needs, equal employment opportunities, and diversity.

After choosing the final candidates, the Search Committee will submit an account of the actions taken according to their pro-active plan to the Equal Employment Opportunity Committee, Dean, and Provost. If the Dean and/or Provost finds that there has not been a good faith effort, the Dean and/or Provost will ask the Search Committee to make such an effort before the interviews can proceed.

8. Once the final list of candidates has been selected by the Committee, the Committee is responsible for arranging campus visits which shall include interviews with the Committee, the Dean, and the Provost.
9. Assuming that the list does reflect the view of the majority of ranked department members, the department chair or program director will forward it to the Dean of the School. If any ranked member of the department wishes a secret vote, the department chair or program director will conduct such a secret vote. In all cases, the chair or director will forward the ranked list of the candidates along with a written statement which supports the order of preference and vote tally (if such a vote were taken) to the Dean of the School. Any ranked faculty member who has a dissenting opinion regarding the ranked list may append this to the previous written communication within five working days. This communication and any appendices will also be shared with all ranked faculty members of the particular department or program.

² Examples of what is meant by a good faith effort: advertising in journals and in publications of professional organizations that are of particular interest to underrepresented groups; utilizing the Minority and Women Doctoral Directory; contacting graduate programs where underrepresented groups are completing doctorates through the use of Peterson's Gradline (a database covering all U.S. institutions offering postbaccalaureate degrees); and attending workshops on faculty recruitment sponsored by the College's Diversity Task Force.

10. The Dean shall review the recommendations. If the Dean does not agree with the first choice of the department or program, he/she shall meet with the department or program and attempt to reach an agreement on the candidate of choice. If no agreement is reached, the Dean shall send on to the Provost both the recommendations of the department or program and his/her own.
11. If the Provost does not agree with the first choice of the department or program, he/she shall discuss his/her reasons with the department or program and an attempt shall be made to resolve the difference of opinion.
12. If an agreement cannot be reached between the Provost and the department/program on the candidate of choice, the Provost shall offer the Search Committee, in consultation with the department/program and the Dean, a choice of one of the following options: terminating the search in its entirety, restarting the search, or re-interviewing one or more candidates. If the candidate of choice cannot be agreed upon between the Provost and the department/program and all options agreeable to both have been exhausted, the matter may be taken to the President for review, counsel, and resolution.
13. In cases of a proposed appointment at the Associate Professor or Full Professor level or an appointment with tenure, the Provost shall consult with the Rank and Tenure Committee regarding the appropriateness of the proposed rank before making his/her recommendation.
14. Appointments are made by the President, upon the recommendation of the Provost, acting upon the recommendations of the Dean of the School and the department or program.

2.3.2 SELECTION/APPOINTMENT OF NON-TENURE-TRACK FACULTY

2.3.2.1 Visiting Faculty

The Provost recommends the appointment of Visiting Faculty to the President, upon the recommendation of the Dean.

1. The Provost may, but is not required to, interview final candidates or consult the Rank and Tenure Committee in recommending the appointment of Visiting Faculty.
2. With the exception of 1. and 2. in section 2.3.1, above, the guidelines for selection and appointment of ranked faculty should be followed in the case of Visiting Faculty.

2.3.2.2 Adjunct Faculty and Lecturers

1. Adjunct Faculty are recommended for appointment by the Provost and the Dean of the School, upon recommendation of the department chair; department chairs should consult with ranked department faculty in making recommendations to the Dean.
2. Lecturers are recommended for appointment by the Dean of the School, upon the recommendation of the department chair.
3. The department chair is responsible for soliciting applications and for conducting initial interviews.

4. The President or his designee must approve all appointments by signing all faculty letters of appointment.

2.3.3

EQUAL EMPLOYMENT OPPORTUNITY

Saint Mary's College, as a Catholic institution dedicated to social justice in its institutional practices, supports equal opportunity employment practices in all its employment policies covering academic and non-academic personnel. On its position announcements, the College states that it seeks faculty who espouse or respect the Catholic tradition. In February 1971, the College first reaffirmed this general employment policy in a draft statement, which has been since revised from time to time and which now reads as follows:

Equal Employment Opportunity/Diversity Program

All members of the College community should be aware of the College's firm commitment to promote equal employment opportunity for all job applicants. The College is committed to the general policy of non-discrimination on the basis of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age (40 years or older), medical condition, or physical or mental disability and is committed to recruiting and retaining a diverse student and employee population. Accordingly, we wish to affirm the following:

1. In recognition of the College's commitment to creating and retaining a diverse employee population, each Dean, director or head of an operating unit is directed to conduct an active search for and to give equal consideration to all applicants regardless of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, medical condition, or physical or mental disability as employment opportunities become available.
2. All proposed personnel changes involving appointments, renewal, promotion or termination will be previewed by the Provost for all faculty personnel, or the Director of Human Resources for all non-faculty personnel. The Director of Human Resources will have the general responsibility for informing Deans, directors and department heads of the College non-discrimination policy and of enforcing that policy.
3. All job vacancies will be listed with the Director of Human Resources, who is responsible for announcing all vacancies in such a way that all applicants, including but not limited to minorities, women and the mentally or physically disabled have an equal opportunity to apply and to be considered for vacant positions.
4. Since its inception, the College has followed the policy that a Christian Brother, if qualified, may be appointed to any position in the College without a position announcement. With that exception, and a limited list of other allowable exceptions available from the Director of Human Resources, the general policy of the College is that all vacant positions shall be announced publicly.
5. There will be an Equal Employment Opportunity Compliance Committee reporting to the Director of Human Resources (for description see 1.7.2.2). This Committee will have as its functions (1) to advise the Director of Human Resources as requested or as needed on equal employment opportunity policies and procedures in progress; and (2) consider any unresolved grievances which may arise alleging harassment (other than sexual harassment) or discrimination on the basis of race, color, religion, national origin,

ancestry, marital status, gender, sexual orientation, age, medical condition, or physical or mental disability and to make appropriate recommendations to the President of the College, whose decision in all personnel matters is final, regarding such grievances.

6. The College recruits applicants in accordance with all applicable federal and state laws. Adequate records will be maintained to document placement interviews and the results of those interviews.
7. All personnel actions such as compensation and benefit decisions, transfers, layoffs and awarding tuition assistance, are administered by the College in a non-discriminatory manner.
8. All public college facilities are maintained on a non-discriminatory basis. Minority students maintain a cultural center in which all members of the College community are invited to participate.
9. All those with whom the College subcontracts will be notified of any commitments required under Executive Order 11246 and comparable federal and state laws and of their obligation as subcontractors.
10. The College pledges active support, when feasible and consistent with the mission of the College and applicable federal and state law, to local community and national action programs for equal opportunity in employment.
11. Notice of this Equal Employment Opportunity policy shall be distributed to members of the College community and equal employment opportunity posters are to be displayed in appropriate areas of the campus.

2.3.4

SECTION 504, REHABILITATION ACT OF 1973: COMPLIANCE

Saint Mary's College operates in accordance with Section 504 of the Rehabilitation Act of 1973. Section 504 is a Civil Rights Statute that guarantees rights to qualified disabled individuals. The Educational Policies Board, as advised by the Academic Support and Achievement Programs office, will review its requirements as needed in order to distinguish from what may be a carry-over of custom, past practice, or instructional habit, and explore and evaluate alternative approaches that are reasonable under the circumstances presented and under the law. The student should meet essential requirements of the program in some acceptable form. Employee inquiries concerning the law and compliance may be addressed to the Director of Human Resources. The Coordinator for Compliance with Section 504 for students is located in the Office of Academic Support and Achievement Programs. A statement of policies and procedures for qualified disabled students is available in the Office of the Dean for Academic Development.

2.3.5

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act prohibits discrimination against the disabled in all phases of employment (including recruitment and hiring) and in their access to the facilities, goods and services of most public places, including all colleges, universities and other educational institutions.

A key issue under the ADA is determining the essential functions of the job. Essential functions are defined as "primary job duties that are intrinsic to the employment position."

The law requires accommodations or other changes in the work environment, as well as in the way things are done, so that a qualified individual with a properly documented disability as defined by law will be given an equal opportunity to perform the essential functions of the job and to receive the benefits and privileges normally associated with the job, unless such accommodations cause an undue hardship on the College, which has the right and responsibility to determine the type of accommodation that is appropriate under the circumstances presented and under the law. Broader and more detailed than Section 504 of the Rehabilitation Act of 1973, the ADA is enforced by five federal agencies with coordination and monitoring by the Department of Justice.

Employee inquiries concerning the law and compliance may be addressed to the Director of Human Resources. The Coordinator for Compliance with Section 504 for students is located in the Office of Academic Support and Achievement Programs.

2.3.6 SPECIAL APPOINTMENT CATEGORIES

2.3.6.1 Appointment of Christian Brother

Since its inception, the College has followed the policy that a Christian Brother, if qualified, may be appointed to any position in the College without a position announcement. With that exception, and a limited number of other allowable appointments referenced in the Administrative/Staff Personnel Policies (4/97) V. A(1), available from the Director of Human Resources, the general policy of the College is that all vacant positions shall be announced publicly.

2.4 EVALUATION OF ADJUNCT FACULTY

1. For the purposes of evaluation, each faculty member should have a "primary department or program appointment" officially designated by the Provost. The chair of that department or director of that program conducts the teaching evaluation, although the Dean has the discretion to appoint someone from outside the department or program to "chair" the evaluation process if that would facilitate a more effective process. An evaluation will be based on at least two class visits, arranged in advance with the faculty member, and a review of all teaching evaluations since the most recent formal evaluation.
2. At the beginning of the third year of the position, the Dean will notify the faculty member in writing that the evaluation process has begun.
3. The faculty member may present any self-evaluation or other materials, including letters of support from students, staff, Saint Mary's College faculty, or professional associates outside the College, to the chair of the evaluation process. The chair may request specific materials from the faculty member or written comments from others whose experience with the faculty member would contribute to the evaluation.
4. The chair of the evaluation process will make a written report, sending it to the chair of the department or director of the program if that person is not conducting the evaluation, including in this case all material submitted by the candidate or solicited from others. The chair's written evaluation will not be confidential, but the confidentiality of the materials designated or deemed to be confidential by the chair must be maintained and will not be shared with the faculty member.

5. No later than the end of the semester in which the evaluation was conducted, the department chair or program director will meet with the faculty member to discuss the results. The Adjunct Faculty member will sign the written evaluation, although such signing does not necessarily indicate agreement with the content.
6. The faculty member may submit within two weeks a written response to be included in the file. A copy of the signed evaluation and any written response are then sent to the Dean.
7. The Dean is responsible for assuring that this evaluation and discussion have occurred according to the provisions above.
8. The evaluation file is kept in the Dean's office.
9. After the evaluation meeting (see (5) above), the faculty member may request that the Dean discuss any relevant institutional plan for the position in the future, such as conversion, consolidation, reduction in assigned courses, elimination or continuation (as specified in section 2.1.2). That information will be put in writing and subsequently sent to the faculty member concerned. In addition, the Dean will notify the faculty member in writing should any such plans be developed after that discussion during the remainder of that academic year.

2.5 RANK AND TENURE RECORDS

2.5.1 FACULTY RANK AND TENURE FILE

Faculty members may review their Rank and Tenure files in the Office of the Academic Affairs 24 hours after receipt of a written request by that office. File review guidelines are in the Office of Academic Affairs.

2.5.2 FACULTY RANK AND TENURE ROSTER

(See section 2.6.2.1.1.)

2.6 PROMOTION AND TENURE

2.6.1 STATEMENT ON CRITERIA FOR PROMOTION AND TENURE

Faculty members at Saint Mary's College are participants in an intellectual, social, and spiritual community committed to ensuring that the College be an outstanding Catholic institution of higher education, dedicated to developing students' capacities for responsible independent thought, spiritual growth, active citizenship, and a productive life. Faculty members are retained and promoted for their skillful, dedicated teaching, scholarly vitality, and their effective service to the College community. Overarching and informing each of the criteria of teaching, scholarship and service must be the demonstrated commitment of faculty to the aims and ideals of the College, taking into consideration the nature, purposes and goals of specific programs. The Mission Statement of the College and the statement on the faculty of the College (see sections 1.1, 1.2) set forth the aims and ideals by which the faculty is challenged to guide its actions.

The successful pursuit of promotion and tenure thus requires serious engagement in a wide range of activities. Faculty members should make long-range plans for their own professional development to ensure that they meet the appropriate criteria. What follows is not a checklist, but rather a suggestion of general guidelines for evaluation.

Teaching Effectiveness

Teaching effectiveness is founded upon a clear command of subject matter, the skillful transmittal of knowledge, inspiring and fostering an active love of learning, and the communication of appropriate, high expectations of student performance. Because teaching is a profoundly human exchange between faculty and student, it requires interpersonal skills, organizational abilities, and a commitment to serve students in a respectful and honest manner.

It is the responsibility of faculty members to present clear evidence of their teaching effectiveness. The College recognizes several ways in which this can happen:

1. The development of courses appropriate to a faculty member's major field, the general education program of the College, and special curricular initiatives. Courses should reflect coherence, unity, and an appropriate balance between engaging a subject matter in depth and addressing the broad aims of a liberal education.
2. Conscientious preparation for classes. Course syllabi and assignments should reflect clearly defined academic objectives, expectations and standards. In the preparation of courses, teachers should hold before themselves the best scholarly standards of their disciplines. They should demonstrate current knowledge of the subject matter and its methodology, and creativity in the formulation of the syllabus.
3. Promoting intellectual stimulation and providing challenging learning experiences. Teachers are expected to be skilled in various modes of instruction. The teacher should communicate that understanding derives from an open mind, hard work, and rigorous thinking. Students should experience the rewards of commitment and self discipline in the pursuit of knowledge.
4. Clearly defined and appropriate means of assessing student learning. Through evaluation procedures and grading policies, teachers should communicate that excellence requires not only intellectual curiosity and originality, but also the practice of the rigors and discipline of learning.
5. Critical self-evaluation. Through their response to student evaluations, peer reviews, administrative reviews, and self-checks, faculty members should demonstrate their capacity to improve as teachers.

Scholarly Interests and Pursuits

Saint Mary's College recognizes that intellectual growth and scholarly activity are closely related both to each other and to teaching effectiveness. Respecting the teaching mission of the College, Saint Mary's recognizes that faculty fulfill their responsibilities primarily through the teaching programs and curricula of the College. Scholarship aims not only at expanding the store of knowledge in the disciplines or in an interdisciplinary field, but also at enlightening the lives of our students with that knowledge as well as with the challenges and joys of its pursuit. Within areas of specialization, scholarly activity manifests itself in formal

and concrete ways that help keep alive and current the skills indigenous to one's academic discipline. Scholarly activity and intellectual growth should be broadly defined, yet specifically demonstrated in order to be evaluated fairly and effectively. The demonstration of scholarly activity should include some form of public presentation and external peer review. The broad view recognizes the purposes of scholarship as:

1. Contributing to new knowledge and understanding in a basic discipline or field, including its pedagogy;
2. Developing greater expertise in one's discipline or in a related field of study;
3. Providing new insights into the connections between the disciplines and into the historical and philosophical underpinnings of one's area of expertise;
4. Enriching the intellectual lives of students by involving them as collaborators with faculty in original research;
5. Researching, developing and assessing new pedagogies and curricula (engaging in the scholarship of teaching and learning.)

It is the responsibility of faculty to present clear and public evidence of their scholarly performance and achievement. Since academic departments at Saint Mary's College are relatively small, review by academic colleagues outside the College is of some importance at each rank in maintaining a connection to the field and to academic colleagues with expertise in the specific area of inquiry. The forms which this presentation may take include, but are not limited to:

1. Delivery of research papers or lectures;
2. Awards for scholarly achievement;
3. creative achievement in the arts;
4. Acceptance to competitive structured programs of post-graduate study beyond that required for the terminal degree in one's field;
5. Published research through books, articles, reviews, and reports;
6. Activities related to professional practice where the faculty member's expertise or contribution can be evaluated. These activities represent the acquisition of significant knowledge or originality in the application of knowledge. Thus the College also recognizes the following evidence:
 - a. Professional papers or reports, published or unpublished, which result from and/or describe consultancies;
 - b. Courses or workshops, taught on a consultant basis or at Saint Mary's College, which demonstrate the faculty member's growth as a professional or increase his/her learning, expertise or skill;
 - c. Participation in professional meetings, panels or workshops.

7. Other evidence that the faculty member has earned a sound professional reputation among academic colleagues outside the College.

Service to the College

A living commitment to our three-fold Mission calls for effective service to our students, our colleagues and the College: that service is both a privilege and a responsibility. Because we value broad representation of faculty (wherever possible) in the College's activities, and because the contribution of all members is required to sustain the community, we expect dedicated and effective service from every member of our community. We are especially committed to serving the full development of our students.

Expected service includes:

1. Conscientious and effective advising of students;
2. Participation in the work of departments, programs, and Schools, and in the governance of the College, for which service on School-wide and College-wide committees is one important element.
3. Attendance at departmental and committee meetings, general Academic Senate meetings, Commencement and other special convocations.

Service can also include (but is not limited to) the following activities:

1. Participation in co-curricular activities such as peer mentoring, student club and athletic team advising, and the production of campus-wide events;
2. Participation in activities inside the College such as colloquia, fora, public lectures, reading and study groups, which foster the intellectual community, institutional identity, and interschool/ interdisciplinary collaboration;
3. Helping to train and mentor new faculty;
4. Non-scholarly service to the larger intellectual, professional, and/or Lasallian community;
5. Service to the larger community in keeping with the College's Lasallian traditions and concern for social justice.

It is the responsibility of faculty to present clear evidence of their effective service to the College. Faculty service should be shared by all. A faculty member is not expected to serve at one time on more than one committee which has an intensive workload (e.g., Rank and Tenure, Academic Senate, or Educational Policies Board, and such other faculty committees as the Senate shall designate). During the academic year following a three-year continuous service commitment to committees with intensive workloads, a faculty member may request exemption from that year's faculty election process through the chair of the Elections Committee.

2.6.1.1

Additional Criteria

Tenure: In addition to the criteria cited above, the following are included in view of the nature of tenure:

1. The needs of the College and the department;
2. The possession of the doctorate or other appropriate terminal degree, or its equivalent;
3. A special emphasis on the contribution and commitment to the aims and ideals of the College, and an active interest in the quality of the curriculum and the ability to work well with colleagues.

Promotion: The following special criteria apply to various ranks:

1. Assistant Professor
 - a. possession of the doctorate or other appropriate terminal degree or its equivalent is normally expected.
 - b. a promise of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1, Statement on Criteria for Promotion and Tenure).
2. Associate Professor
 - a. possession of the doctorate, other appropriate terminal degree, or its equivalent ;
 - b. evidence of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1, Statement on Criteria for Promotion and Tenure);
 - c. since the rank usually accompanies tenure, note criteria for tenure above.
 - d. in cases where the faculty member is being considered at the same time for tenure and promotion to Associate Professor and is awarded tenure at that time, the decision to award tenure will also result in a concurrent promotion to the rank of Associate Professor.
3. Full Professor
 - a. possession of the doctorate, other appropriate terminal degree, or its equivalent;
 - b. high level of teaching effectiveness and continued development of teaching expertise, and
 - c. evidence of highly effective service to the College community in and beyond the level of the department, and
 - d. significant scholarly achievement, evidenced at least in part by peer review and public presentation among academic colleagues outside the College, and
 - e. a special emphasis on the contribution and commitment to the aims and ideals of the College, an active interest in the quality of the curriculum and the ability to work productively with colleagues.

Note: The President and the Provost, at their respective levels of independent review for promotion and tenure, will consult with the College's Director of Human Resources to ascertain if, during the time in which the candidate has been employed at the College, there has been a determination of a violation of the College's non-discrimination and/or retaliation policies, including but not limited to the College's policy prohibiting sexual harassment. If such a violation has been found, the President may take that finding into account when making a final decision regarding the faculty member's candidacy for promotion and/or tenure.

[This paragraph was approved by the Board of Trustees, May 21, 2004, at the request of the President, but the wording of this section is still under consideration by the Academic Senate, which has not yet approved this wording.]

2.6.2 PROCEDURES FOR PROMOTION AND TENURE

2.6.2.1 Eligibility

It is the responsibility of the faculty member to keep track of the schedule of Rank and Tenure reviews, and to keep those involved in the Rank and Tenure process apprised of an appropriate address and telephone number during the deliberation of the Rank and Tenure Committee and the considerations of the Provost. As a matter of courtesy, on or before June 15 of each year the Provost shall remind each person eligible for promotion or tenure. Those persons who are to be considered shall submit to the chair of the Rank and Tenure Committee, on or before September 1 for interim review and on or before October 15 for promotion, tenure, or pre-Professor review, the appropriately completed forms and whatever other information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.).

2.6.2.1.1 Faculty Rank and Tenure Roster

By September 1 of each year, the Provost will publish and the chair of the Rank and Tenure Committee will distribute to the faculty and the Student Rank and Tenure Committee a final *Faculty Roster* of tenure-track faculty (those who hold academic rank and who carry a full-time instructional load per scholastic year, those in the above category whose instructional and/or administrative duties have been the equivalent of a full-time instructional load, and those in the above category who (1) are on official full- or part-time academic, sick, family or medical leave, or pregnancy leave; (2) have tenure and are on sabbatical; (3) have tenure and have taken the option of a reduction in the full-time instructional load). The *Faculty Roster* will include the rank and number of years teaching at the College and at other colleges and the tenure status of each member.

2.6.2.1.2 Promotion

Faculty members will be considered for promotion in the year in which they reach the top step for their rank. They may choose to apply one year before they reach the top step for their rank, or they may choose to defer consideration for promotion until the first or second year after they reach the top step of their rank. Faculty must be considered for promotion in one of those four years. If promotion is denied, any subsequent request for said promotion is at the option of the faculty member; the application must adhere to the procedure described in section 2.6.2.2.

2.6.2.1.3 Tenure

The normal length of probationary tenure-track letters of appointment is one year; all such letters of appointment are eligible for consideration for annual renewal. The total length of the probationary tenure-track period at the College will not exceed seven years. Faculty appointed to a probationary tenure-track position can have up to a maximum three years of prior experience recognized toward tenure. Scholarly leave of absence for one year or less will count as part of the probationary period. In the case where a faculty member already has been granted the maximum years towards tenure (three), whether or not the scholarly

leave of absence will count as part of this probationary period is subject to prior approval by the Provost.

Tenured appointments are permanent appointments which may be terminated under conditions noted in section 2.8.5, with the burden of proof resting upon the College.

2.6.2.2 Faculty, Department and School Procedures

Sections 2.6.2.2 through 2.6.2.2.2 became effective July 1, 1998.

There are three distinct types of review: promotion, tenure, and interim reviews. In a given year a faculty member moving toward promotion and tenure can have overlapping reviews. In all cases, it is the faculty member's responsibility to be knowledgeable about his/her schedule for review. Department/School interim reviews, Rank and Tenure interim reviews, and tenure reviews occur according to the length of the candidate's in-residence probationary period. Promotion reviews occur according to the candidate's placement on the salary scale (see section 2.6.2.1.2).

Interim and Tenure Review Cycle by Length of In-Residence Probationary Period

	Seven Years (No years granted toward tenure)	Six Years (One year granted toward tenure)	Five Years (Two years granted toward tenure)	Four Years (Three years granted toward tenure)
1.	No Review			
2.	Dept/School Interim Review	No Review		
3.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
4.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
5.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
6.	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review
7.	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary
	Note: The timing of promotion reviews by the Rank and Tenure Committee depends upon the candidate's initial placement on the salary scale (see section 2.6.2.1.2)			

Document Requirements

All original documents from all parties should be directed to the Office of Academic Affairs so they may be placed in the Rank and Tenure file.

Candidates should send copies of their self-evaluations for interim review, and Form A for tenure and promotion reviews to the department chairs/program directors and academic Deans of the Schools in those areas in which the candidate teaches more than one course per year; chairs and program directors should send copies of their evaluations to their Deans.

2.6.2.2.1

Interim Reviews Conducted by the Department/Program/School

1. The interim review process provides the candidate, the department, the School, the Rank and Tenure Committee, and the Provost with the opportunity for adequate consideration over a reasonable period of time. All faculty moving toward promotion or tenure will have periodic reviews. There are two kinds of interim reviews, those conducted by the department/program/School (this section) and those conducted by the Rank and Tenure Committee (see section 2.6.2.2.2). It is the faculty member's responsibility to be knowledgeable about his/her schedule for interim reviews.

- a. All probationary candidates shall be reviewed by their department/ program/School in the year(s) prior to the interim reviews conducted by the Rank and Tenure Committee. The department/program/School reviews occur according to the length of the candidate's in-residence probationary period. (See chart in section 2.6.2.2.)
 - b. Exceptions to the interim review schedule are to be granted only by the Provost in consultation with the Rank and Tenure Committee.
 - c. Department chairs and program directors shall complete these reviews on or before October 15.
2. The chairperson or program director is responsible for conducting department/program interim reviews of probationary candidates whose primary responsibilities lie in that department or program. If the chairperson or program director is not tenured nor on the Rank and Tenure roster, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with the tenured members of the School, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chairperson or director is charged with preparing a thorough written review of the candidate's performance in each criterion area (see section 2.6.1), which shall be provided to the faculty member and the Dean. A review shall include class visitations, formal consultation with other members of the department or program, including all ranked members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a recommendation on reappointment or termination. In cases where the chairperson or program director, in formal consultation with ranked members of the department or program, does not recommend reappointment, the Dean of the School shall review the case and send it on to the Rank and Tenure Committee along with his/her own written recommendation, as prescribed in procedure 5 below.
 3. A department chairperson or director of a program will solicit a letter from any other chairperson or director of a program in whose department or program the faculty member being reviewed has taught more than one course during each of the last three years (see sections 1.4.2.2.1 and 2.6.1.1).
 4. A Dean of a School is responsible for ensuring that interim review procedures are correctly applied at the School level for all faculty whose primary responsibilities lie in a department of that School. A Dean of a School is not required to evaluate faculty whose primary responsibilities lie in a department outside the School, but who teach in the School.
 5. In the case of an interim review of a probationary candidate conducted by the department chairperson or program director: If a Dean of a School concurs with the recommendation for reappointment, he/she shall inform the Provost and the chair of the Rank and Tenure Committee in writing on or before November 1; if the Dean of a School disagrees with the recommendation of reappointment, or agrees with the recommendation of termination, or disagrees with the recommendation of termination, the Dean shall send to the Rank and Tenure Committee, on or before November 1, the written recommendation of the department chairperson or program director together

with his/her own written recommendation, stating the reasons for agreeing or disagreeing with the departmental recommendation. The Rank and Tenure Committee shall consider all evidence before making its recommendation, on or before December 1, to the Provost.

2.6.2.2.2

Interim Reviews Conducted by the Rank and Tenure Committee

1. *All probationary tenure-track candidates* must have two interim reviews by the Rank and Tenure Committee prior to the year in which they are to be reviewed for tenure. These interim reviews will occur in the second year prior to the tenure year and in the first year prior to the tenure year, respectively. (See chart in section 2.6.2.2.)
2. *Tenured Associate Professors.* One interim review by the Rank and Tenure Committee shall occur for tenured Associate Professors. A person who is tenured but has yet to be considered for Full Professor must have an interim review before being considered for Full Professor. A candidate may choose to schedule this interim review no less than two years after tenure, nor more than four; however, in an instance in which a Full Professor consideration occurs in the first or the second year after tenure, there will be no need for an interim review.
3. Exceptions to the interim review schedule are to be granted only by the Provost in consultation with the Rank and Tenure Committee.
4. On or before June 15 of each year, the Provost shall remind faculty members of their impending reviews. Those persons to be considered for interim review, except pre-Professor, shall submit to the chair of the Rank and Tenure Committee, on or before September 1, whatever self-evaluation and appropriate information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.). Those persons to be considered for pre-Professor review shall submit these materials to the chair of the Rank and Tenure Committee, on or before October 15. The candidate shall remind all chairpersons and program directors in which areas/departments/programs the candidate has taught of their responsibilities to provide their evaluations of the candidate to the chair of the Rank and Tenure Committee.
5. The chairpersons, program directors, and Deans shall then submit letters of evaluation for interim review candidates, to the chair of the Rank and Tenure Committee, on or before October 15 for department chairs and program directors, and on or before November 1 for Deans. Letters of evaluation for pre-Professor review candidates shall be submitted to the chair of the Rank and Tenure Committee and to the appropriate Dean by department chairs and program directors, on or before December 1, and by Deans on or before December 15.
6. The chairperson or program director is responsible for conducting department/program interim reviews of probationary candidates whose primary responsibilities lie in that department or program. If the chairperson or program director is not tenured nor on the Rank and Tenure roster, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with the tenured members of the School, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chairperson or director is charged with carrying out a thorough

review of the candidate's performance in each criterion area (teaching, scholarship, service). A review shall include class visitations, formal consultation with other members of the department or program, including all ranked members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a recommendation on reappointment or termination. In addition, a department chairperson or director of a program is responsible for those interim review procedures dealing with teaching effectiveness, the needs of the College and the department, the quality of the curriculum, and the ability to work well with colleagues at the departmental level for all faculty who have taught more than one course in the department during each of the last three years (see sections 1.4.2.4.1 and 1.4.2.3.18).

7. A Dean of a School is responsible for ensuring that interim review procedures are correctly applied at the School level for all faculty whose primary responsibilities lie in a department of that School (see section 1.4.2.2.1). Unless requested by the Rank and Tenure Committee, a Dean of a School is not required to evaluate faculty whose primary responsibilities lie in a department outside the School, but who teach in the School.

2.6.2.2.3

Promotion and Tenure Reviews (effective July 1, 2000)

1. On or before June 15 of each year, the Provost shall provide a written reminder to faculty members of their impending reviews. Those persons to be considered shall submit to the chair of the Rank and Tenure Committee, on or before September 1 for interim review, and on or before October 15 for promotion, tenure, or pre-Professor progress reviews, whatever self-evaluation and appropriate information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.). A faculty member who has previously been denied promotion and who wishes to be considered for promotion in the current year, must inform the Provost no later than September 1.
2. On or before September 1 of each year, the Provost shall provide a written reminder to the Deans of the Schools and the chairpersons of departments or directors of programs of the names of their faculty members who are to be considered for promotion or tenure. The chairpersons so notified shall then submit to the chair of the Rank and Tenure Committee, on or before October 15 for interim reviews, and on or before December 1 for promotion, tenure, or pre-Professor progress reviews, the appropriately completed forms and whatever other information they deem important to the consideration of their faculty members. The Deans so notified shall then submit to the chair of the Rank and Tenure Committee, on or before November 1 for interim reviews, and on or before December 15 for promotion, tenure, and pre-Professor progress reviews, a letter of recommendation and whatever other information they deem important to the consideration of their faculty members.
3. The chairperson or program director is responsible for conducting departmental/program promotion and tenure reviews of candidates whose primary responsibilities lie in that department or program (see sections 1.4.2.4.1 and 1.4.2.3.18). If the chairperson or program director is not tenured nor on the Rank and Tenure roster, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or programs, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with the tenured members of the School, shall select a tenured member of the School to carry out the reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. In addition, a

department chairperson or director of a program is responsible for reviewing all other faculty who have taught in the department or program during the last four years and who are being considered (see sections 1.4.2.4.1 and 1.4.2.3.1.8).

4. A Dean of a School is responsible for promotion and tenure review at the School level for all faculty whose primary responsibilities lie in a department or program of that School. Unless requested by the Rank and Tenure Committee, a Dean of a School is normally not required to evaluate faculty whose primary responsibilities lie in a department or program outside the School, but who teach in the School.
5. On or before June 15 of each year, the Provost shall notify the academic community, by means of a published list, of those persons who are to be considered for promotion or tenure. Members of the academic community will receive, as appropriate, Forms A or B. Form A is to be submitted by candidates for promotion or tenure. Form A asks the candidate for promotion or tenure to address the appropriate criteria listed in this *Faculty Handbook*, and to provide supporting evidence. Form B is to be submitted by the candidate's departmental or program chair. Form B asks the candidate's department or program chair to address the candidate's credentials in light of the *Handbook* criteria, to consider the assessments of the candidate's departmental or program colleagues, and to make an individual recommendation. The candidate's colleagues are asked individually to recommend promotion or tenure, addressing the *Handbook* criteria. Members of the academic community will submit to the chair of the Rank and Tenure Committee, before November 1, letters of evaluation. All letters of evaluation are confidential. Any such letters received by the Dean of the School, a department chairperson and by the Student Rank and Tenure Committee should be forwarded immediately to the chair of the Rank and Tenure Committee to be placed in the candidate's confidential Rank and Tenure file.

The calendar dates listed below indicate deadlines for submission of important materials for promotion, tenure, pre-Professor progress, and interim reviews conducted by the Rank and Tenure Committee. These dates have been established in order to allow for an orderly, efficient, and timely deliberation process for the Rank and Tenure Committee and the candidates for review. In particular, these dates have been established to provide useful and formative advice for interim review candidates and timely notification for promotion and tenure candidates.

Faculty should treat the deadlines as collegial guidelines. If a candidate for review anticipates a delay in the submission of evaluation materials, then the chair of the Rank and Tenure Committee should be notified in writing prior to the calendar deadline. The chair of the Rank and Tenure Committee and the candidate must negotiate a mutually agreed upon submission date and inform the department chair or program director, Dean, and the Rank and Tenure Committee.

The Rank and Tenure Committee, Provost, and President will endeavor to complete their work consistent with the schedule outlined in the calendar. These dates should not be interpreted as guaranteed by the candidates. Therefore, a missed deadline by the Rank and Tenure Committee, Provost, or President is not an event subject to Grievance (see section 2.16). The President will notify candidates in writing of any significant delay in the decision process.

On or before:	
June 15	<ul style="list-style-type: none"> • Draft Rank and Tenure Roster is distributed. • Rank and Tenure Committee chair reminds faculty, department chairs/program directors and Deans of the impending reviews and the pertinent review dates.
September 1	<ul style="list-style-type: none"> • Final Rank and Tenure Roster is distributed. • Rank and Tenure Committee chair gives a list of candidates to the Student Rank and Tenure Evaluation Committee, which initiates the Student Rank and Tenure process. • Rank and Tenure chair reminds all faculty that letters of evaluation for candidates for promotion to Professor or tenure are due no later than December 15. • All candidates to be considered by the Rank and Tenure Committee for interim review, except for pre-Professor, must submit self-evaluations, together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors.
October 15	<ul style="list-style-type: none"> • All candidates to be considered by the Rank and Tenure Committee for promotion, tenure, or pre-Professor review must submit Form A together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors. • Chairs/program directors submit letters of evaluation for candidates for interim review.
November 1	<ul style="list-style-type: none"> • Deans submit letters of evaluation for all candidates for interim review to the Rank and Tenure chair. • Rank and Tenure chair circulates to the faculty a list of complete/incomplete interim review files.
December 1	<ul style="list-style-type: none"> • Chairs/program directors submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.
December 15	<ul style="list-style-type: none"> • Deans submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. • Faculty submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. • The Rank and Tenure chair sends letters to all faculty who were under interim review, with copies to the candidate's dean and department chair or program director. A copy of this letter is also sent to the Provost. • Rank and Tenure chair circulates to the faculty a list of complete/incomplete promotion, tenure, or pre-Professor review files.
January 15	<ul style="list-style-type: none"> • The Provost sends letters to all faculty who were under interim review regarding renewal/non-renewal of contracts, with copies to the candidate's dean and department chair or program director. • Student Rank and Tenure Evaluation Committee submits letters of evaluation of candidates for promotion and/or tenure.

March 15	<ul style="list-style-type: none"> • The Rank and Tenure chair sends letters to candidates for tenure, with copies to the candidate's dean and department chair or program director and the President. A copy of this letter is also sent to the Provost. • The Provost will inform in writing the candidates for whom he/she is considering a negative recommendation of that fact.
April 1	<ul style="list-style-type: none"> • The Provost sends letters of recommendation of candidates for tenure to the President.
May 1	<ul style="list-style-type: none"> • The President sends out letters to candidates for tenure, with copies to the candidate's dean and department chair or program director. • The Rank and Tenure chair sends out letters to candidates for promotion and pre-Professor review, with copies to the candidate's dean and department chair or program director. A copy of this letter is also sent to the Provost.
May 15	<ul style="list-style-type: none"> • The Provost sends letters of recommendation of candidates for promotion to the President, with copies to the candidate's dean and department chair or program director. • The Provost sends letters to faculty subject to pre-Professor review, with copies to the candidate's dean and department chair or program director.
June 30	<ul style="list-style-type: none"> • The President sends letters to candidates for promotion, with copies to the candidate's dean and department chair or program director.

2.6.2.2.4 Review of Department Chairperson or Program Director

When a department chairperson or program director is scheduled to have a promotion, tenure or interim review, the Provost, appropriate School Dean and that chairperson or director will consult and select a tenured faculty member, normally from that department or program, who will serve as chairperson for the purpose of the review of that department chairperson or program director as described in sections 2.6.2.2.1 to 2.6.2.2.3.

2.6.2.3 Rank and Tenure Committee Procedures

1. Although neither the Board of Trustees nor the College administration has formally agreed to the 1940 Statement and subsequent interpretive documents and is not legally bound to adhere thereto, nonetheless, in the matter of faculty tenure, promotion, non-reappointment and termination, the Rank and Tenure Committee, the College administration and the Board of Trustees respect and in general follow, as far as local conditions pertain, the 1940 Statement of Principles and subsequent interpretive comments (1940, 1970 and 1977) of the American Association of University Professors. However, in cases where differences occur between the Saint Mary's College *Faculty Handbook* and procedures and policies of the AAUP, the Saint Mary's College *Faculty Handbook* takes precedence.
2. Confidentiality
 - a. The deliberations and voting of the Rank and Tenure Committee are confidential to everyone except members of the Committee, the Provost, and the President. The recommendations of the Rank and Tenure Committee will be conveyed to candidates, their chairs, and their deans by the President or the chair of the Rank

and Tenure Committee. Any other discussion of any of these matters by any member of the committee is a breach of confidentiality. It is the primary responsibility of all members of the Committee to ensure that confidentiality be maintained. Faculty members should not inquire about such confidential matters from members of the Rank and Tenure Committee.

- b. While the Committee may agree to solicit additional information concerning candidates through the chair of the Rank and Tenure Committee, individual Rank and Tenure Committee members must not solicit such information. Members of the committee may, however, carry out their parallel responsibilities of contribution to the departmental review of a candidate. In doing so, they must rigorously avoid using their position as members of the Rank and Tenure Committee to sway judgments of others participating in this review.
- c. The chairperson's or program director's letter and the Dean's letter setting forth their recommendations in a Rank and Tenure case will be shared with the candidate no later than the time of its submission to the Rank and Tenure Committee. The Dean, chairperson or program director, and the Rank and Tenure Committee shall not include or reference confidential materials in the candidate's file in a manner which could reveal their existence or their source.
- d. If a question arises concerning a breach of confidentiality or misuse of the information gathering process by a member of the Rank and Tenure Committee, the other members of the Committee should consider the matter together and take whatever action the Committee deems appropriate.
- e. Other than current members of the Rank and Tenure Committee, those who have access to confidential information in Rank and Tenure files are the President, the Provost, the Dean of the School for school faculty, and department chairpersons (or program directors) for department faculty (or program faculty). (See Review of Department Chairperson or Program Director, section 2.6.2.2.4.)
- f. The minutes of the Rank and Tenure Committee meetings are confidential. Normally, in addition to the members of the Committee, only the President has access to them. However, members of the Grievance Committee who are hearing appeals of cases alleging inadequate considerations or violation of academic freedom (see Grievance, section 2.16.), and the members of the Board of Trustees who are hearing appeals of cases alleging a violation of academic freedom only (see Grievance, section 2.16.3., Step IV), have access to the confidential material that was available to the Rank and Tenure Committee, as well as the minutes of the Rank and Tenure Committee meeting(s) pertaining to the case(s) being appealed. All having such access are bound by the same confidentiality which binds the Rank and Tenure Committee.

3. Voting

- a. The Rank and Tenure Committee may conduct business with a quorum of six, regular members, but it endeavors to conduct business only when all seven regular members are present. Any regular member who has a defined role (e.g., department chair or program director) in the recommendation for a candidate shall excuse him/herself from the voting.

- b. The alternate members of the Rank and Tenure Committee (see Election Procedures, section 1.7.3.5) attend Rank and Tenure Committee meetings in order to insure that the absence of a member(s) would not prevent conducting business in a timely manner. If a regular member is absent, the alternate becomes a regular member for that meeting.
 - f. If any member of the Rank and Tenure Committee judges that he/she has had insufficient time to read all pertinent materials of a particular case, he/she may request the case be continued to a later meeting.
 - g. If a member of the Committee judges that the information submitted on a candidate for promotion or tenure is insufficient, he/she may move to table the voting until the Committee believes sufficient information is available.
 - h. In making recommendations concerning cases involving interim review, promotion, and/or tenure, the Committee will vote by secret ballot. Tally of votes is recorded only in the minutes.
 - i. A simple majority of the regular members of the Committee present is required to make a recommendation for the Rank and Tenure Committee. Only positive or negative votes shall be cast. In case of a tie vote, further discussion and a new vote will occur at the next meeting in which seven regular members are present unless the Committee decides otherwise by unanimous consent. If a regular member believes that he/she would not be able to cast a vote, then he/she will step down from the Committee for that case and be replaced by an alternate.
4. The Rank and Tenure Committee endeavors to complete its recommendations by the last day of classes in May.

2.6.2.4

Student Rank and Tenure Committee Procedures

- 1. By September 1 of each year, the Provost shall present to the Student Rank and Tenure Committee chairperson the names of undergraduate faculty members of the Schools of Liberal Arts, Science, and Economics and Business Administration, who will be considered for promotion and tenure review during that year.
- 2. The Student Rank and Tenure Committee chairperson meets with the Rank and Tenure Committee at the latter's organizational meeting in the fall term to present a description of the student committee's techniques for evaluating and recommending candidates for tenure and promotion.
- 3. Members of the Student Rank and Tenure Committee will endeavor to distribute teaching evaluation forms during the fall term in the classes of candidates for promotion and tenure. Members of the Student Rank and Tenure Committee will be given access through the Office of Academic Affairs to the previous spring teaching evaluation forms for all such candidates.
- 4. The Student Rank and Tenure Committee presents formal written recommendations on promotion and tenure to the Rank and Tenure Committee no later than January 15.

Interim Review

1. All interim review decisions of the Rank and Tenure Committee, whether positive or negative, are recommendations to the Provost and go first to the Provost for consideration before a final decision regarding reappointment is made. (See section 2.8.3.1 for additional information regarding negative decisions.)
 - a. When the Provost has reached a decision, the candidate receives both the letter of the Rank and Tenure Committee, signed by its chair, and a letter signed by the Provost announcing that decision, with a copy to the faculty member's Dean and department chair or program director.
 - b. Each group of interim letters (e.g., fourth-year review) should go out to individual faculty members at the same time.

Tenure

1. All decisions on tenure by the Rank and Tenure Committee, whether positive or negative, are recommendations to the President, who grants or denies tenure.
 - a. When a positive decision has been made by the Rank and Tenure Committee, the Chair sends a letter to the candidate, with a copy to the candidate's dean and department chair or program director and the President, and a copy to the Provost for consideration.
 - b. When the Provost's decision is also positive, the letter from the Rank and Tenure Committee chair and a letter stating the Provost's agreement are forwarded together to the President.
 - c. When the Provost is considering rendering a negative decision, the Provost shall inform the candidate in writing. If the candidate so desires, the Provost shall discuss the basis for the negative decision with the candidate.
 - i. The candidate shall have fifteen (15) working days from the date of posting of certified mail from the Provost to submit to the Provost his/her written response to the negative decision, including any additional materials for consideration.
 - ii. After receiving the candidate's reply, or after the allotted time for the candidate's reply has passed, whichever comes first, the Academic Provost will then make a formal decision and write a letter to the President.
 - iii. The Provost will send that letter together with the letter from the Rank and Tenure Committee and any timely response from the candidate (including additional materials for consideration) directly to the President at the same time.
 - d. When a negative tenure decision has been made by the Rank and Tenure Committee, the Chair of the Committee shall inform the candidate in writing of its recommendation against tenure, copying that letter to the President, the candidate's

dean and department chair or program director, and send that letter to the Provost for consideration.

- i. The candidate shall have fifteen (15) working days from the date of posting of certified mail from the chair of the Rank and Tenure Committee to submit to the Provost his/her written response to the decision, including additional materials for consideration.
 - ii. After the allotted period of time for the candidate's reply has passed, or a reply has been received, whichever occurs first, the Provost will make a decision.
 - iii. The Provost will convey the decision in a letter to the President, which will be forwarded at the same time as any timely response (including additional materials) from the candidate, and the letter from the Rank and Tenure Committee, signed by the chair.
2. Upon receipt of the recommendations and the candidate's written response (if timely made) the President of the College shall review the recommendations and the candidate's written response and make the final decision as to the granting or denial of tenure.
3. If the President disagrees with the recommendations of the Rank and Tenure Committee and/or the Provost to grant tenure in a tenure consideration, the President will meet with the Rank and Tenure Committee or, if his disagreement is with the Provost alone, with the Provost, to discuss the case. If, after such meeting and discussion, the President still disagrees with the recommendation(s) in a case where the President intends to deny tenure, the President shall inform the faculty member in writing of the President's decision to deny tenure and will inform the candidate of the recommendations of both the Rank and Tenure Committee and the Provost. If the faculty member so requests, the President will give (the) reasons for denial of tenure orally, in person or by telephone, to the faculty member. If the faculty member so requests, the President will give the faculty member a written statement of the reasons for denial of tenure.
4. The President will inform all candidates in writing of his decision to grant or deny tenure. To the extent possible, notification to the candidates of tenure decisions will be made at approximately the same time. In all cases where the President's decision is to deny tenure, the President shall inform the candidate in writing of the President's decision and the recommendation (to recommend or deny) of the Rank and Tenure Committee, and the recommendation (to recommend or deny) of the Provost.
5. Following notification to the candidate of the President's decision, the candidate may appeal the President's decision to deny tenure according to the Appeal Procedures.

Promotion

All decisions on promotion by the Rank and Tenure Committee, whether positive or negative, are advisory to the President, but are sent first to the Provost for consideration. When the deliberations of the Rank and Tenure Committee are completed, the Rank and Tenure Chair sends a letter announcing its recommendation to the candidate and a copy of that letter to the Provost. The Provost arrives at a separate decision, based on a review of

the evidence gathered in the formal Rank and Tenure process and any new materials submitted by the candidate after the Rank and Tenure Committee decision. The Provost will indicate in writing to the President whether he concurs with the recommendation of the Rank and Tenure Committee and forward to the President both that written concurrence and the letter from the Rank and Tenure Committee. If the Provost does not concur with the recommendation of the Rank and Tenure Committee, he will write a separate letter and forward this to the President along with the letter from the Rank and Tenure Committee. The President shall make his decision based on the stated *Faculty Handbook* criteria for promotion and tenure, after reviewing the evidence gathered in the formal Rank and Tenure process and any additional materials submitted by the candidate to the Provost pursuant to notification of a negative Rank and Tenure Committee or Provost's decision.

2.6.3 **ADVANCEMENT, TENURE AND PROMOTION OF ACADEMIC ADMINISTRATORS**

1. Academic administrators with faculty rank are those who meet the following criteria:
 - a. Regular faculty status, granted according to the same standards that apply to other members of the faculty.
 - b. Administrative duties of a genuinely academic character, that is, directly concerned with the academic program or with the academic preparation of students (e.g., President, Provost, Vice Provost of Academic Affairs, Dean of a School).
2. In disputed cases, the Rank and Tenure Committee should determine whether an individual administrator meets both of these criteria.
3. Academic administrators with faculty rank are considered in the same category as full-time faculty members for purposes of tenure and promotion, even though their teaching duties may be part-time or may be interrupted entirely by administrative duties. Like other faculty members, they progress one step within rank each year.
4. With regard to promotion and tenure, the same procedures should be followed as far as possible for academic administrators as for other members of the faculty.
5. The Provost and Vice Provost of Academic Affairs will be reviewed by the Rank and Tenure Committee. The committee shall use its discretion in finding means to conduct the fullest possible evaluation, including personal interview with the candidate. Recommendation should be made by the chairperson of the Academic Senate to the President of the College.
6. Promotion and the granting of tenure to academic administrators should be governed by the same criteria that are applied to other faculty members (with the exception that the academic administrator is regarded as full-time regardless of the extent of his/her teaching duties).
7. The Rank and Tenure Committee makes no recommendation directly on the appointment and retention of academic administrators who are appointed in their administrative capacity by the President of the College. It does make recommendations on their rank and promotion and tenure.

2.7 TENURE
(see section 2.6)

2.8 **SEPARATION**

2.8.1 RESIGNATION

Resignation with Notice

A faculty member may resign his/her appointment, usually effective at the end of the academic year. The member should give notice in writing of his/her intention to resign as soon as possible, but not later than June 1.

Resignation by Default

Resignation of a faculty member is presumed if the annual letter of appointment is not signed and returned to the Director of Human Resources within the time stipulated in the letter of appointment.

2.8.2 RETIREMENT OF TENURED FACULTY MEMBERS

1. A tenured faculty member intending to retire is urged to inform in writing the department chairperson and/or program director, and the Dean of the School of his/her decision to retire at least one year prior to the expected retirement date, so that the department/program can make appropriate plans.
2. A tenured faculty member intending to retire must submit a letter to his/her department chair/program director, and Dean indicating this decision and the effective date of retirement so that the department/program can make appropriate plans.
3. A tenured faculty member considering retirement, or wishing to retire, should consult the Human Resources office regarding social security, as well as TIAA-CREF illustrations of projected income and other benefits under the College's retirement plan at least six months in advance of expected retirement date. (Refer to Retirement, section 2.14.9.)

2.8.3 NON-REAPPOINTMENT OF TENURE-TRACK FACULTY

2.8.3.1 Notice of Non-reappointment of Probationary Tenure-track Faculty

1. As part of the interim review process, the Rank and Tenure Committee may recommend non-reappointment to the Provost, in which case the Rank and Tenure Committee will notify the candidate's Dean and department chairperson/program director of the Rank and Tenure Committee recommendation.
2. The decision not to renew the term appointment of a tenure-track faculty member, before his/her tenure consideration year, is made by the Provost in consultation with the Dean of the candidate's School and with his/her department chairperson/program director.

3. A faculty member who is not reappointed may appeal the decision by the Provost to the Grievance Committee (see section 2.16).

2.8.3.2

Standards of Notice for Probationary Tenure-track Appointments

1. Full-time, tenure-track faculty members in their first academic year of service must be notified in writing by the Provost of non-reappointment or intention to recommend non-reappointment not later than March 1 of that year or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Full-time, tenure-track faculty members in their second year of service must be notified in writing by the Provost of non-reappointment or of the intention to recommend non-reappointment not later than December 15 of that year or, if the appointment terminates during the academic year, at least six months in advance of its termination.
3. Full-time, tenure-track faculty members in their third year or later of academic service must be notified in writing by the Provost of non-reappointment or of intention to recommend non-reappointment no later than June 30 of that year or, if the one-year appointment terminates during an academic year, at least 12 months in advance of the expiration of their appointments.

2.8.4

ISSUANCE OF LETTERS OF APPOINTMENT FOR NON-TENURE-TRACK FACULTY

Appointment as a non-tenure-track faculty member is for a set number of courses and a set term and does not imply any continued employment beyond the date set forward in the letter of appointment. However, in the case of a full-year appointment, the College will indicate no later than December 15 of the current appointment year whether the College anticipates offering a subsequent letter of appointment. This does not apply to appointments for only one semester, quarter, or term, even when those appointments are combined with non-teaching duties at the College. All of these conditions will be reflected in the letter of appointment issued by the College.

2.8.4.1

Retirement of Non-tenure-track Faculty

If a non-tenure-track faculty member anticipates retirement and has retirement benefits, he/she should follow the procedures outlined in section 2.8.2.

2.8.5

TERMINATION OF AN APPOINTMENT BY THE COLLEGE

Termination of an appointment with continuous tenure or of a probationary or temporary appointment before the end of a specified term, will be by the President (unless otherwise noted below) for adequate cause, as follows:

2.8.5.1

General Financial Exigency

Termination may result because of a general state of financial exigency which threatens the survival of the College. In advance of a declaration of a state of general financial exigency, the President and the Chief Financial Officer will explain the financial state of the College, and will involve the faculty, including the Faculty Welfare Committee, in a discussion regarding what steps can be taken to avoid the declaration of general financial exigency by

the Board of Trustees. Upon designation of a general financial exigency by the Board of Trustees an Ad Hoc Committee on Termination shall be appointed by the chair of the Academic Senate with the advice and consent of the Senate. The Ad Hoc Committee on Termination shall consist of six tenure-track faculty members, one from each School, and the chair of the Academic Senate, who shall serve as a non-voting chair of the committee. The Ad Hoc Committee on Termination shall establish criteria for termination and shall identify those to be terminated. Any faculty member identified as one to be terminated has the right to a review hearing. Every effort will be made to place the faculty member in another position in the College for which the person is qualified. In such circumstances the Provost, Chief Financial Officer, chair of the Faculty Welfare Committee and chair of the Academic Senate will constitute a committee to review the budget situation and to make a recommendation to the President as to whether an appropriate severance package would be awarded. If, during a three-year period the position is reopened, the terminated faculty member will have the option of assuming his/her former position.

2.8.5.2 Discontinuance of an Academic Program or Department not Mandated by General Financial Exigency

The decision to discontinue an academic program or a department where there are tenured or tenure-track faculty not covered by a state of financial exigency shall be based on educational considerations. The Educational Policies Board shall examine the evidence presented by the Dean of the School in which the program or department resides and shall recommend action to be taken by the Academic Senate. The program or department may not be discontinued until such a recommendation is approved by the Academic Senate and the Provost according to established procedures (see section 1.6.1.2). If a tenured faculty member is displaced by the discontinuance of a program or department, the College has the obligation to appoint the individual to another position for which he/she is qualified and which is not occupied by another tenured faculty member. Similarly, if a tenure-track, non-tenured faculty member is displaced by the discontinuance of a program or department, the College has the obligation to appoint the individual to another position for which he/she is qualified and which is not occupied by a tenure-track or tenured faculty member. If, during a three-year period, the department or program is reopened, the terminated faculty members, in order of their College employment seniority, will have the option of assuming their former positions during the first year the program or department reopens. A faculty member may request a formal review hearing by an ad hoc faculty committee appointed by the Academic Senate regarding his/her reassignment. In such circumstances the Provost, Chief Financial Officer, chair of the Faculty Welfare Committee and chair of the Academic Senate will constitute a committee to review the budget situation and to make a recommendation to the President as to whether an appropriate severance package would be awarded.

2.8.5.3 Medical Reasons

Termination will be based on clear and convincing medical evidence that the member cannot continue, with or without reasonable accommodation, to fulfill the terms and conditions of appointment. The evidence will be reviewed in confidence by the Rank and Tenure Committee if requested by the faculty member. Severance salary will be offered.

2.8.5.4 Failure to Observe Conditions for Leave of Absence or Sabbatical

If a faculty member fails to observe the conditions mutually agreed upon in writing for a leave of absence or a sabbatical, he/she may be subject to a hearing of the Grievance

Committee called at the request of his/her department chair, appropriate Academic Dean, or the Provost to recommend whether there is cause for termination. The party bringing the complaint shall present a written case for termination to the Grievance Committee and the faculty member. The Committee will set a time for meeting and will give the faculty member an opportunity to present his/her own case. When the Committee has reached a recommendation, it will notify all parties. The Provost will render the decision whether to terminate the employment of the faculty member. If his/her decision is different from the recommendation of the Grievance Committee, the Provost will set out his/her reasons. The decision of the Provost may be appealed by the faculty member concerned directly to the President. In all instances, the President's decision shall be final.

2.8.5.5 Unfitness

Unfitness to perform in a professional capacity will constitute cause for termination. Unfitness includes, but is not limited to, incompetence, dereliction of duty, transgression of academic freedom (section 2.9.1), violation of law directly interfering with the performance of one's faculty responsibilities (e.g., failure to comply with the College's non-discrimination policies), and immoral conduct in the performance of his/her duty. The faculty member's department chair, appropriate Academic Dean, or the Provost will present a case for termination to the Grievance Committee. The Committee will set a time for meeting and will give the faculty member an opportunity to present his/her own case. When the Committee has reached a recommendation, it will notify all parties. The Provost will render his/her decision whether or not to terminate the employment of the faculty member. If his/her decision is different from the recommendation of the Grievance Committee, the Provost will set out his/her reasons. The decision of the Provost may be appealed by the faculty member concerned directly to the President. In all instances, the President's decision shall be final.

If in the judgment of the Administration, there is a likelihood of immediate harm to student(s), other faculty, or the faculty member him/herself, the faculty member may be suspended with pay pending the resolution of the hearing, decision, and appeal process.

2.9 **FACULTY RIGHTS AND RESPONSIBILITIES**

2.9.1 **ACADEMIC FREEDOM AND RESPONSIBILITY**

Saint Mary's College's ability to perform its Mission depends on the vigorous and unimpeded exercise of the Faculty's academic freedom. The common good of our Catholic, Lasallian, and Liberal Arts community depends on the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

ACADEMIC FREEDOM

- a. All Saint Mary's faculty are entitled to full freedom in research and in the publication of the results, subject to adequate performance of their other academic duties.

- b. Faculty are entitled to freedom in the classroom in discussing their subject or area of professional expertise, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject or area of expertise. Faculty have a particular obligation to promote conditions of free inquiry, discussion, and expression.
- c. Saint Mary's College faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they must remember that the public may judge their profession and their institution by their utterances. Hence they must at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

(This statement is based on principles articulated in the following AAUP documents: "1940 Statement of Principles on Academic Freedom and Tenure," the 1940 and 1970 interpretive comments, the "Statement on Students' Rights and Freedoms," the "Statement on Extramural Utterances," the "Statement on Professors and Political Activity," the "Statement on Professional Ethics, Section II.")

2.9.2 INSTITUTIONAL POLICIES

Nondiscrimination Disclosure

In compliance with applicable law and its own policy, Saint Mary's College of California is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, age, sex/gender, marital status, ancestry, sexual orientation, medical condition or physical or mental disability.

2.9.2.1 Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation

Non-Discrimination Policy

Saint Mary's College of California is committed to creating and maintaining a community in which all persons who participate in Saint Mary's programs and activities can work and learn together in an atmosphere free of all forms of discrimination, exploitation, intimidation, or harassment (including sexual) based on a legally protected characteristic or status. Every member of the Saint Mary's community should be aware that Saint Mary's will not tolerate harassment or discrimination on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, or physical or mental disability, or on any other basis protected by applicable laws. Such behavior is prohibited both by law and by Saint Mary's policy. It is Saint Mary's intention to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy, which may include suspension, termination, expulsion, or another sanction appropriate to the circumstances and violation. All members of the Saint Mary's community, including faculty, students, and staff are responsible for maintaining an

environment that is free of sexual harassment and other forms of discrimination, harassment and retaliation as described in this Policy.

Examples of Conduct which may be Sexual Harassment

1. Examples of verbal, physical or visual conduct which may be sexual harassment include, but are not limited to:
 - a. direct propositions of a sexual nature;
 - b. sexual innuendoes and other seductive behavior, including subtle pressure for sexual activity such as repeated, unwanted requests for dates, and repeated inappropriate personal comments, staring, or touching;
 - c. direct or implied threats that submission to sexual advances will be a condition of employment, promotion, grades, etc.
 - d. conduct (not legitimately related to the subject matter of a course or curriculum, if one is involved) that has the effect of discomforting, humiliating or both, and that includes one or more of the following:
 - i. comments of a sexual nature, including sexually explicit statements, questions, jokes, anecdotes, or graphic material (e.g., visuals, such as screen savers, which are sexually explicit);
 - ii. unnecessary or unwanted touching, patting, massaging, hugging or brushing against a person's body or other conduct of a physical nature;
 - iii. remarks of a sexual nature about a person's clothing or body;
 - iv. insulting sounds or gestures, whistles, or catcalls;
 - v. invading someone's personal space or blocking her/his path;
 - vi. unwelcome and inappropriate letters, telephone calls, electronic mail, or other communications;
 - vii. displaying sexually suggestive objects, pictures, cartoons or posters (e.g. screen savers).
 - e. a consensual romantic or sexual relationship which
 - i. causes adverse treatment of third parties, or
 - ii. creates a hostile or intimidating working or learning environment for third parties;
 - f. stalking (which is also criminal behavior).
 - g. sexual assault (which is also criminal behavior).
2. Some conduct that may appear to be consensual may also be unacceptable.
3. Sex/gender-based discrimination, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on a person's gender or gender-based characteristics, but not involving conduct of a sexual nature (e.g., the repeated sabotaging of female students' laboratory experiments by male students in the class) may be a form of sex discrimination prohibited by law. While sex/gender-based discrimination may be distinguished from sexual harassment, acts of sex/gender-based discrimination may contribute to the creation of a hostile work or academic environment. Thus, a determination of whether a hostile environment due to sexual harassment exists may take into account acts of sex/gender-based discrimination.
4. Not all sexual harassment occurs between persons of differing power. Sexual harassment may also occur between peers. In addition, while the majority of reported cases of sexual harassment involve a male harassing a female, sexual harassment may

also involve a female harassing a male, or an individual harassing a person of the same gender.

NOTE: Nothing in this Policy should be construed to prevent faculty members from rigorously challenging fundamental beliefs held by students and society. However, faculty members may not interject into the academic setting sexual material that is unrelated to any legitimate educational objective or allow the educational setting to be so sexually charged that Saint Mary's students are prevented from effectively participating in the academic environment.

2.9.2.1.1 Retaliation and/or Violation of Interim Protections

Threats or other forms of intimidation and/or retaliation against a student or employee for bringing a complaint of alleged discrimination, harassment (including sexual or sexual assault) or of any other violations of College policies, including but not limited to the Student Code of Conduct, are prohibited. This prohibition includes threats or other forms of intimidation and/or retaliation against the family or friends of a student or employee who brings a complaint under this policy, or those who assist a student or employee in bringing a complaint, or those who participate in an investigation and/or student discipline process for an alleged violation of the Student Code or other College policy.

Retaliation is a violation of College policy and may also be a violation of the law. An allegation of retaliation constitutes an independent basis for investigation and imposition of sanctions on the retaliating student or employee if determined to have occurred. All conduct that is believed to constitute retaliation should be reported immediately to the Associate Dean of Student Life (when the individual alleged to have engaged in retaliation is a student or student visitor) or to the Director of Human Resources (when the individual alleged to have engaged in retaliation is an employee (faculty and staff) or visitor to the College (e.g., contractors, vendors, or non-student guests). The reporting procedures described below also apply to allegations of retaliation. Interim protections mean steps the College takes to reasonably protect employees and students during an investigation and/or student discipline process.

2.9.2.1.2 Reporting Procedures and Resources for Addressing Complaints of Discrimination, Harassment (including Sexual) and Retaliation

Saint Mary's has in place internal procedures to investigate and address complaints of discrimination, harassment (including sexual), and retaliation as described in this Policy. These procedures are intended to assure fairness and to maintain confidentiality in the process of responding to complaints.

Complaints of discrimination and harassment, including sexual harassment or sexual assault, based on the protected characteristics above and/or retaliation that involve employees (faculty and staff) or visitors to the College (e.g., contractors, vendors, or non-student guests) should be reported promptly to the Director of Human Resources, who is responsible for overseeing Saint Mary's compliance with this Policy and who will determine the appropriate next step for investigation and resolution. All members of the Saint Mary's community shall cooperate fully with the Director of Human Resources in the fulfillment of her/his responsibilities.

Complaints of discrimination and harassment, including sexual harassment or sexual assault, based on the protected characteristics listed above and/or retaliation involving students or

student visitors should be reported promptly to the Associate Dean of Student Life who will initiate the appropriate student discipline process to address those complaints.

Individuals who believe they have experienced discrimination, harassment and/or retaliation are also free to contact the Equal Employment Opportunity Commission and/or the California Department of Fair Employment and Housing to pursue external legal remedies.

2.9.2.1.3 Non-Discrimination Seminars

Saint Mary's offers its employees during each academic year several opportunities to attend seminars regarding discrimination (which will also include an update on legal developments in the area of sexual harassment). Throughout each academic year, students have the opportunity to attend programs regarding discrimination and sexual harassment, including sexual assault. Except as described below, all employees must attend one such on-campus seminar in this area per academic year (defined as July 1 to June 30). Lecturers and adjunct faculty who have difficulty attending on-campus seminars due to either geographic distance from Moraga and/or evening teaching schedules during the academic year, as well as staff who work only at off-campus locations (excluding the Rheem campus), may comply with this requirement by completing an on-line sexual harassment seminar offered by the College once every two academic years. Employees who are on an approved and/or legally mandated leave during the academic year are not required to fulfill this requirement while on that leave, but will be expected to do so in the next academic year following their return from such leave.

Except for those faculty and staff described above, failure of a tenure-track or tenured faculty or staff member to attend an on-site College-sponsored sexual harassment seminar during each academic year, when offered, as evidenced by the absence of a record of attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment against or settlement on behalf of the individual), to the extent permitted by law, the faculty or staff member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty or staff member.

Except for those faculty and staff as described above, failure of a non-ranked faculty member (e.g., adjunct, lecturer) to attend an on-site College-sponsored sexual harassment seminar during each academic year, when offered, as evidenced by the absence of a record of attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment entered against or settlement on behalf of the individual), to the extent permitted by law, the faculty member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty member, as well as precluding that non-ranked faculty member from being considered for or offered another faculty appointment at the College.

2.9.2.1.4 Sanctions

Employees who engage in conduct in violation of this policy are acting outside the scope of their employment responsibilities and, in addition to discipline up to and including termination of their employment, may be subject to individual legal liability and damages for their actions.

2.9.2.2 Amorous Relationships Policy

Definition of Amorous Relationships

Amorous relationships are those romantic or sexual relationships to which both parties appear to have freely consented. When such a relationship involves a power differential between two members of the College community, it is of concern to the College, and such relationships should be avoided due to:

1. The potential conflict of interest that arises when an individual supervises, evaluates, coordinates, directs, advises, hires, terminates, instructs, promotes, or grants pay raises or other benefits to another person, or provides professional services (e.g., counseling) to another individual with whom that person has an amorous relationship.
2. The potential for unintended consequences that results because these types of relationships may develop or exist solely as a result of the power differential, which may or may not involve sexual harassment as proscribed by the College's policy prohibiting sexual harassment (section 2.9.2.1).

2.9.2.2.1 Policy

The College discourages amorous relationships where there is a power differential between the parties or where the potential exists for such a power differential in the foreseeable future. Three examples of relationships involving power differentials are:

1. that between teacher and student (including, e.g., those involved in formal instruction, advising and tutoring);
2. that between employee and supervisor;
3. that between the provider and recipient of educationally-related College or College-related services (including those involved in counseling, student services such as registration and financial aid, and athletic coaching).

This list is not all-inclusive.

Of special concern to the College are amorous relationships initiated between a faculty member and a student while the former is instructing, advising or mentoring the latter. Such circumstances pose extraordinary risks of compromising or appearing to compromise the College's central mission and of breaching the faculty's commitment to the welfare of its students. Hence, the College expects faculty members to refrain from initiating or participating in such a relationship.

2.9.2.2.2 Procedures

If an amorous relationship exists or develops between individuals having a power differential within the College, the person with greater power shall report it to an appropriate supervisor or to the Director of Human Resources. The supervisor or the Director shall make suitable arrangements:

1. To ensure the objective evaluation of that person's performance and
2. To protect affected individuals and the integrity of the College's functioning.

Confidentiality is to be maintained in this process.

2.9.2.2.3 Other Considerations

1. Employees engaged in conduct of the type described in this policy may also violate the College's policy prohibiting sexual harassment.
2. In addition, all teachers, supervisors, and other employees should understand that there are substantial risks even in consenting amorous relationships where a power differential exists. Even if the conflict of interest issues are resolved, charges of sexual harassment may develop. A teacher's or supervisor's protection under applicable law and representation by counsel retained by the College at the College's expense may not apply because such relationships may be outside the scope of one's employment. Furthermore, in administrative actions or lawsuits resulting from allegations of sexual harassment, consent may be very difficult to establish where a power differential exists. Even relationships in which there is not direct power differential may cause difficulties because faculty or staff engaged in such a relationship may, in the future, be placed in a position of responsibility for the student's or employee's instruction or evaluation.

2.9.2.2.4 Sanctions

Sanctions for violations of the College's Amorous Relationship Policy are the same as those for violations of the College's Non-Discrimination (Sexual Harassment) and Retaliation Policies.

2.9.2.3 Family Educational Rights and Privacy Act of 1974: Compliance

The Family Educational Rights and Privacy Act of 1974 grants all students 18 years or older significant rights of access to their educational records. This Act also protects the privacy of these records and requires the College to inform all students of the rights and safeguards given in the Act. Students who wish access to any written records directly concerning them shall submit their request to the Office of the Registrar, which is authorized to review each request and to approve requests that are proper. Faculty members do not have the right to release grades or other educational records to anyone other than appropriate College officials who have a legitimate educational interest in the information (e.g., an advisor, Dean, etc.); they may not give grades to parents or guardians if the student is a legal adult (18 years or older) without the student's prior written consent. The Act does not give any student the right to contest a grade given in a course, but the Act does give the student the right to seek to correct an improperly recorded grade.

2.9.2.4 The Clery Act and Campus Sex Crimes Prevention Act Notices

Notification with regard to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, and the Campus Sex Crimes Prevention Act.

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Saint Mary's College of California through its Department of Public Safety, annually provides notice and makes available copies of the Annual Security Report, to the campus community, prospective students, employees and the public. Each Security Report includes statistics for the past three years concerning crimes and incidents (whether they occurred on campus, in off-campus building and property owned or controlled by the College, or on public property adjacent to campus) reported to campus security authorities. Each Security Report also provides campus policies and practices concerning security – how to report sexual assaults and other crimes, crime prevention efforts, policies/laws governing

alcohol and drugs, victims' assistance programs, student discipline, college resources, and other matters. The Security Report is publicly available electronically or hard copy in the following ways: electronically: <http://www.stmarys-ca.edu/about/safety/02report.pdf>; in person: Department of Public Safety, Administrative Office, Siena Hall; or by or by Mail or Telephone Request: Department of Public Safety, P.O. Box 3111, Moraga, CA 94575-3111 (925) 631-4052.

In addition, as provided by the Campus Sex Crimes Prevention Act, the Contra Costa County Sheriff's Office maintains a Megan's Law database of sex crime offenders, which information may be obtained from the Sheriff's office located at 500 Court Street, Martinez, Monday-Friday, 9 am to 4 pm.

2.9.2.5

Whistleblower Policy: Fraudulent or Dishonest Conduct

Saint Mary's College of California, reflecting its Lasallian and Catholic values, expects that its employees and students will act in a manner that is consistent with those values in their use of College resources and property. To protect the integrity of Saint Mary's learning community and to ensure the highest standards of conduct by and among members of that community, the College will investigate any possible fraudulent or dishonest use or misuse of College resources or property by faculty, staff, or students. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by the College up to and including dismissal or expulsion, and civil or criminal prosecution when warranted. All members of the College community are encouraged to report possible fraudulent or dishonest conduct. An employee should report his or her concerns to a supervisor, department chair or program director. If for any reason an employee finds it difficult to report his or her concern to a supervisor or department or program chair, the employee can report it directly to the area Vice President, Vice Provost or Dean of the faculty member's school. Students should report any concerns to the Director of Student Conduct. Those receiving reports of suspected fraudulent or dishonest conduct involving employees are required to report such conduct to the Director, Human Resources; in the case of students, those receiving such reports (e.g., the Associate Dean of Student Life) are required to report such conduct to the Vice Provost for Student Life.

Definitions

Whistleblower: An employee or student who informs one or more of the individuals identified in the policy statement above about an activity that the employee or student believes to be fraudulent or dishonest.

Baseless Allegations: allegations made with reckless disregard for their truth or falsity. Individuals making such allegations may be subject to the appropriate College disciplinary action and/or legal claims by the individuals accused of such conduct.

Fraudulent or Dishonest Conduct: a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents;
- unauthorized alteration or manipulation of computer files;
- fraudulent financial reporting;

- pursuit of a benefit or advantage that would create a conflict of interest with one's responsibilities or obligations as a member of the College community;
- misappropriation or misuse of College resources, such as funds, supplies, or other assets or property;
- authorizing or receiving compensation for goods not received or services not performed;
- authorizing or receiving compensation for hours not worked.

2.9.2.5.1

WHISTLEBLOWER PROTECTIONS:

- The College will use best efforts to protect whistleblowers against retaliation, as described below. The College cannot guarantee confidentiality, however, and there is no such thing as an "unofficial," "informal," or "off the record" report. The party to whom such conduct is reported, will keep the whistleblower's identity confidential, unless:
 1. the whistleblower(s) agrees to be identified;
 2. identification is necessary to allow the College or law enforcement officials to investigate or respond effectively to the report;
 3. identification is required by law; or,
 4. the individual accused of violations of this policy is entitled to the information as a matter of procedural and/or legal right in disciplinary actions.
- College employees and students may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of employment or enrollment (including, but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages, or the access to educational benefits).
- Whistleblowers who believe they have been retaliated against may file a written complaint with the Director of Human Resources, if an employee is involved, or with the Dean of Student Life, if a student is involved. This protection from retaliation is not intended to prohibit the individuals identified above (for receiving such reports of improper conduct) from taking action, including disciplinary action, in the usual scope of their duties and responsibilities that are based on valid employment- or student-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in this policy).

2.10 FACULTY DEVELOPMENT

2.10.1 SABBATICAL LEAVE

2.10.1.1 Definition

The primary purpose of sabbatical leaves is to provide faculty an opportunity for intellectual enrichment and growth. Designed to enable faculty to pursue professional development more intensively than is normally possible, sabbatical leaves are an investment of the College in its academic future and reputation.

Sabbatical leaves may be awarded for various reasons related to scholarly growth, development, or renewal, including creative endeavors that promise to enhance the professional effectiveness of the applicant. Typical sabbatical undertakings include, but are not limited to, activity that enhances one's teaching and research pursuits, writing, work related to the visual and performing arts (creation or performance), post-terminal degree study, and travel abroad for the purpose of study or research. (See Scholarly Interests and Pursuits, section 2.6.1.)

The calendar parameters for traditional undergraduate and graduate sabbaticals shall be the regular academic year as determined by the undergraduate calendar. For faculty teaching on an academic calendar different from the traditional academic calendar, all efforts shall be made to provide the equivalent time free from service as that granted to traditional undergraduate faculty.

2.10.1.2 Eligibility Criteria

Sabbatical leaves are available to full-time, tenured faculty only after the conferral of tenure and normally after six years of full-time service at the College. For those tenure-track faculty who were in their first year of service during the 1997-1998 school year, or were hired subsequent to that year, and who were given years of credit towards tenure at the College for service at another institution, no more than two (2) of those years of credit may count toward years of eligibility for sabbatical. Tenure-track faculty with prior non-tenure-track, full-time service (7/7 or equivalent) at the College may count up to two (2) years of this service towards the service eligibility criteria for their first sabbatical.

After receiving tenure, faculty who are providing currently or have provided while on tenure track in the past less than full-time service to the College on a temporary basis, may consider each 7/7 (or equivalent) of accumulated service on tenure track as one year of service towards eligibility for sabbatical. Tenured faculty who are on the permanent Reduced Services Plan are not eligible for sabbatical leave. Faculty may count up to one year of leave time toward eligibility for each sabbatical.

Any applicant for sabbatical leave must have been granted tenure before the deadline for application for sabbatical. Further, if it is the first sabbatical at the College, prior to commencing the sabbatical leave (not prior to application) the applicant must have completed six years of full-time service, including credit consistent with the provisions in the preceding paragraphs. Provided that the applicant has already been granted tenure, service during the year of application counts toward eligibility. Application may be made for subsequent sabbaticals provided in each case that the applicant will have completed six additional years of full time service (or the equivalent) after returning from the preceding sabbatical and prior to commencing the next sabbatical. A faculty member awarded

sabbatical leave must return to full-time status on the College faculty for at least one year after the expiration of the leave, or the salary paid during the leave will be forfeited and must be refunded.

2.10.1.3

Review

Sabbatical awards are made to faculty upon the formal recommendation of the Chair and the Vice Chair of the Educational Policies Board (EPB), representing the views of the Undergraduate Policies and the Graduate Policies Committees, with the approval of the Provost and the President. Full-time, tenured faculty submit their applications to the chair of the EPB. The Chair of the EPB is responsible for collecting cost estimates for each proposal from the appropriate Dean (who will have consulted with the appropriate department chair or program director), and forwarding them to the Provost. Sabbatical leaves carry 4/7ths salary for the year or full salary for a half-year absence (includes January Term). Christian Brothers awarded a sabbatical should arrange an appropriate stipend with the President.

All proposals for sabbatical leave must be submitted to the Chair of the EPB, and must contain specific information on the applicant's eligibility pursuant to the preceding criteria in section 2.10.1.2. The application must clearly define a) how the sabbatical will be spent; b) how it will promote the professional growth of the applicant; c) how it will benefit the College; d) how it will contribute to the applicant's discipline; and e), whether the sabbatical project will result in publication, seminar, lecture, meetings, readings, performances, etc. All proposals will include a current curriculum vitae. Faculty who are applying for a sabbatical which will occur in the year in which they will be considered for promotion should make timely arrangements for student Rank and Tenure evaluations, for incomplete files may delay the consideration of their promotion case by the Rank and Tenure Committee.

Although each application will be reviewed on its individual merits, the number granted in any year will be subject to available financial resources. Sabbatical leaves are not automatic after any stated period of service, but are awarded based on consideration of the merits of the proposal. The principal criterion in judging a request for sabbatical leave is the extent to which it is expected to enhance the professional development of the faculty member. The expected degree to which the results of the sabbatical leave will contribute to the life of the College and the applicant's discipline will also be considered.

2.10.1.4

Sabbatical Protocols and Timeline for Consideration

1. Prior to making an application for sabbatical, applicants will consult with the Dean of Mission and Faculty Development to assess their eligibility for sabbatical leave.
2. Upon verification of eligibility, applicants will submit their proposal to the Chair of the EPB, and to their department chair or program director on or before September 1 of the year preceding the academic year of the proposed sabbatical. The chair or program director upon receipt of the proposal, will forward to the Dean of the School a brief explanation of the staffing arrangements which will need to be made in the applicant's absence, together with an estimate of the expected costs. (Normally, sabbatical faculty are either not replaced or are replaced with part-time faculty; the use of pro-rated or temporary full-time faculty must be approved in writing by the Provost.)
3. The Dean will review the explanation of staffing arrangements and cost estimates, amend them if necessary, and confirm the estimate by countersigning it. In the event of

multiple requests from any one department/program, the Dean must approve their timing. The Dean will forward each replacement cost estimate to the chair of the EPB, on or before September 15 of the year preceding the academic year of the proposed leave.

4. The Chair of EPB will assure that cost estimates related to particular sabbatical proposals are forwarded in each case to the Provost, but they are not distributed to EPB members nor considered by the special review subcommittee or the EPB in the deliberations concerning the merit of proposals.
5. After the deadline for applications has passed, the members of the Undergraduate Policies and Graduate Policies Committees meet jointly to review and evaluate all proposals submitted and rank them in order of merit, indicating as part of the ranking those that do not merit recommendations. The sets of rankings by the individual subcommittee members will then be tallied and an overall ranking of each proposal arrived at. If the overall ranking of one or more proposals cannot be agreed upon by the committee member collectively, the Executive Council of the EPB will resolve the contended rankings. When the Committee is in agreement on the rankings of all proposals, or the disagreement has been resolved by the Executive Council, the proposals will be sent forward to the Provost by the Chair and the Vice Chair of the EPB.

If the total number of qualified proposals is fewer than the number currently approved for that year by the Board of Trustees, the subcommittee will forward these qualified proposals to the Provost without rankings. If the total number of qualified proposals is greater than the number currently approved, the subcommittee will forward the approved number without rankings, and will rank the remainder according to the tally previously taken. This group may be further divided into the following categories: a) strongly recommended (as extremely close to the original approved group); b) recommended (as qualified, though not as close in merit as the "strongly recommended" group). In either case, those proposals deemed not qualified will be ranked after the rest but identified to the Provost as "not recommended".

6. The Provost will review those sabbatical proposals deemed qualified by the chair and vice chair of the EPB. This review will be with respect to (1) fiscal impact and (2) the overall quality of the group of advanced proposals. In the event that the Provost identifies problems pertaining to the overall quality of the proposals advanced by the chair and vice chair of the EPB, the Provost will consult with the Chair and Vice Chair. Such consultation will aim at maintaining year-to-year, appropriate and consistent application of the standards for sabbaticals described in the *Faculty Handbook*.

Upon completing the review of the proposals, the Provost will forward the proposals, along with the comments regarding fiscal impact, to the President, who will render the final decision and notify each faculty member in writing, with copies to the Provost, Academic Dean, department chair or program director and the Chair and Vice Chair of the EPB.

7. Upon completion of sabbatical leave, the leave recipient shall submit a written statement to the appropriate Dean of the School and to the Provost within the first academic term after returning which shall describe the nature of the activity engaged in and the extent to which the proposed project was completed. During the academic year of the individual's return, the sabbatical leave recipient, in consultation with the Dean for

Mission and Faculty Development, will offer an appropriate presentation of the sabbatical research to the College community.

8. When sabbatical leave is not granted, the faculty member should be given the opportunity to know the reason for that decision. This information, if requested, should come from the chair of the appropriate committee of the EPB.
9. If a sabbatical leave is recommended by the Chair and Vice Chair of the EPB but not approved for funding because of departmental, programmatic, or School circumstances, if a sabbatical leave is funded but must be deferred for personal reasons, or if because of financial exigency there is a reduction in the number formally approved by the College for that year, the sabbatical leave applicant's services during that year in which he/she might otherwise have been on sabbatical leave shall count toward the next six years of accumulated services toward eligibility for the next sabbatical leave.

2.10.2

FACULTY DEVELOPMENT FUND AWARDS

The Faculty Development Fund provides awards to individual undergraduate and graduate faculty for activities related to scholarly professional development, e.g., scholarly research, participation in scholarly conferences or workshops, and attendance at conferences, courses, or workshops directly related to the improvement of teaching or development of new courses. All ranked faculty are eligible for funding (excluding professors emeriti). Faculty on reduced services or sabbatical are eligible. Reasonable support is available for Adjunct Faculty (see section 2.2.5.2) in financing their faculty development activities so as to optimize their ability to compete in a national search.

The Faculty Development Fund Committee, whose members are the Dean for Mission and Faculty Development (chairperson), and faculty representatives from each School, meets monthly (September through May) to consider applications for awards. Faculty should apply as early as possible prior to the date of the planned activity. More detailed information, guidelines, and applications are available in the Academic Affairs office and can be printed off the Faculty Development webpage (under Academics/Faculty).

2.10.3

OFFICE OF FACULTY DEVELOPMENT AND SCHOLARSHIP

The Faculty Development and Scholarship office provides professional development opportunities and support services to all Saint Mary's College faculty members as teachers and scholars, consistent with the mission of the College. In order to promote excellence in teaching, student learning, and scholarship, the program is carried out in a variety of ways, most typically through workshops on topics of teaching and learning, seminar-style reading/discussion groups, distribution of printed materials, dissemination of information about grants and fellowships and through individual consultation. The Dean for Mission and Faculty Development provides leadership, acting as facilitator and "coach," in assisting individual faculty members to take full advantage of professional growth opportunities. Other functions of this office include designing and implementing faculty development programs and activities that support effective teaching and scholarship, developing and coordinating new faculty orientation and support activities, promoting among faculty a culture of shared inquiry, social justice, and diversity for purposes of educational effectiveness, and overseeing various student and faculty funding sources such as the Faculty Development Fund, the Student Research and Development Grants, and the Collaborative Student/Faculty Summer Research Awards. This office also assists in promoting competitive national student scholarships (e.g., Fulbright grants and Rhodes scholarships).

2.11 FACULTY WORKLOAD

2.11.1 WORKLOAD FOR RANKED FACULTY

In accepting a letter of intent or contract, each ranked faculty member agrees to the following rules regarding workload:

1. To devote their full-time and best efforts during the periods of their appointments to performing the specified duties in their letters of appointment and to carrying out other duties assigned to them in accordance with the applicable provisions of the *Faculty Handbook*.
2. Not to accept or engage in any other employment or activity, whether paid or unpaid, which in the judgment of the President in consultation with the Dean of the faculty member's School might interfere with the performance of such duties, without the prior written authorization of the President. All such authorizations are required for each term of appointment in which they are sought, and will be granted on an annual basis only. A copy of any such authorization must be forwarded to the Office of Academic Affairs. Faculty may engage in teaching, consulting or other paid activities outside the College without the prior written authorization of the President as long as such activities do not exceed the equivalent of one eight (8) hour day each week while teaching.
3. Faculty who are engaged in compensated consultancies or other paid activities outside the College that exceed the equivalent of one school day each week while teaching should secure the prior written approval of the Dean of the School. Such approval is subject to annual review for continued approval. A copy of any approval will be forwarded to the Office of Academic Affairs.
4. The full-time teaching load for ranked faculty is set by the Board of Trustees. The faculty teaching load was last set by the Board in May 1990 at "21-22 units annually."
5. Ranked faculty are obligated to accept teaching assignments for which they are qualified, as assigned by the College.
6. Ranked faculty will post and hold a reasonable number of office hours to accommodate the schedules of students and advisees. These hours should be increased at peak times when advisees and other students are required to meet with faculty, e.g., preregistration, registration, drop/add, etc. Faculty teaching courses for which office hours are impractical must make themselves available for consultation with students to a reasonable extent through other appropriate means.
7. Ranked faculty are expected to attend departmental and committee meetings, general Academic Senate meetings, Commencement, and other special convocations.
8. Ranked faculty are also expected to assume various other duties related to their role as faculty. Such duties may include student advising, supervision of independent studies, service on School and College committees, instruction substitution for faculty colleagues, participation in student recruiting events, etc. If a faculty member, chair, or Dean perceives that the number of such duties in the aggregate is unreasonable, they should discuss this matter with the appropriate party to determine if an adjustment in the person's workload is warranted. In the case of instruction substitutions in excess of

one week, following review and approval of the appropriate Dean and the Provost, substituting faculty will be compensated at a rate to be determined in prior consultation with the Human Resources office.

2.11.2 WORKLOAD FOR NON TENURE-TRACK FACULTY

1. The non-teaching workload for Visiting Faculty will be proportional to the extent of their instructional duties, and otherwise similar to that of ranked faculty in section 2.11.1.(8), above
2. The non-teaching workload for Adjunct Faculty will be proportional to the extent of their instructional duties, and otherwise similar to that of the ranked faculty.
3. Lecturers will hold office hours or make themselves equivalently available to students through other means appropriate to the program, and will attend meetings as required by chairs or program directors.

2.11.3 ACADEMIC ADVISING

Saint Mary's College recognizes that guidance and education are inseparable, and considers academic advising to be an extension of the teaching responsibilities of its faculty. Accordingly, all full-time faculty members are assigned a group of advisees. Faculty advisors are supported by the Office of Academic Advising and Achievement. Advisors are expected to make themselves available to these advisees on a regular basis and should familiarize themselves with the academic requirements of the College and its departments to assist students in formulating short- and long-term goals. All faculty are responsible for making themselves available to offer advice to students in their classes. As a faculty advisor, a faculty member is responsible for academic program planning, referral of advisees to other sources of assistance when appropriate, and making contact with students in academic difficulty when receiving notification from the Office of Academic Advising and Achievement. The promotion and tenure process takes student advising into consideration.

2.11.4 OFFICE HOURS

All faculty are required to hold regular office hours. Office hours should be posted and regular, and sufficient for the number of advisees assigned. These hours should be increased at peak times when advisees and other students are required to meet with faculty, e.g., preregistration, registration, drop/add, etc. Faculty teaching courses for which office hours are impractical must make themselves available for consultation with students to a reasonable extent through other appropriate means.

2.12 WORKPLACE CONDITIONS

2.12.1 DRUG-FREE WORKPLACE AND ALCOHOL USE POLICY

In accordance with applicable law, the College seeks to maintain a safe, healthy, and productive environment for its employees, students and others who may visit or work at the campus.

The use and abuse of alcohol and drugs pose a serious risk to the physical and emotional health of an individual and can negatively impact one's professional and private life, as well as the life of the College.

Potential health risks include, but are not limited to:

- Confusion, hallucinations, paranoia, deep depression
- Cardiac irregularities and hypertension
- Neurological damage
- Organ damage, including cirrhosis of the liver
- Increased cancer risk
- Malnutrition

Therefore, the purchase, possession, use, distribution, or manufacture of illegal drugs and the possession and use of unauthorized alcoholic beverages on College premises or as part of any College activity is prohibited. Authorized alcohol is that served at College-sponsored functions to persons age 21 or older; consumption of authorized alcoholic beverages is not permitted in any classroom building or within public areas of the College. For purposes of this policy, illegal drugs are drugs that cannot be obtained legally, as well as drugs that are legally obtained, but used for illegal purposes, or abused.

Local, state and federal laws establish severe penalties for unlawful possession or distribution of illicit drugs and unauthorized alcohol. Some examples of those laws are:

- Purchase, possession or consumption of alcohol by a person under age 21 is prohibited.
- Providing or selling alcohol to someone under age 21 or to any obviously, intoxicated person is prohibited.
- Except under authority of a California Alcoholic Beverage Control License, selling alcoholic beverages, either directly or indirectly, is prohibited.
- Purchase, possession or use of illegal drugs is prohibited.

If prescribed or non-prescribed drugs which the employee must take for reasons of health interfere with his/her job performance or endanger the safety of others, the employee must take a medical leave of absence, make other arrangements to be away from his or her position or request an accommodation in the work environment and/or the job until the condition improves. In the case of a request for accommodation, the College will require appropriate professional documentation regarding the employee's drug or alcohol related condition and will determine if the accommodation requested is reasonable under the circumstances presented.

Whenever a violation of this policy or whenever the use of any drug, including alcohol, adversely affects the employee's job performance, with reasonable accommodation, or the job performance or safety of others, the College will take disciplinary or other corrective measures including termination and possible referral for criminal prosecution.

If faculty members are concerned about their life and health relative to alcohol and/or drug use, they are urged to contact the College's Employee Assistance Program (EAP) at 1-800-

234-5465 (see section 2.14.13). The EAP assures all employees of confidential counseling for drug and alcohol problems, as well as for stress, marriage, children, emotional and relationship problems.

2.12.2 POLICY ON SMOKING IN CAMPUS FACILITIES

Smoking is prohibited inside all non-residential buildings.

2.12.3 OBSERVANCE OF CAMPUS REGULATIONS

Faculty members are urged to discourage infractions of campus regulations by students and visitors. Violators should be informed or reminded that they are breaking College rules. Instructors are referred to the Saint Mary's College *Student Handbook* for information concerning College regulations, their mode of enforcement, and the manner in which penalties are imposed. Serious student infractions should be reported to the Vice Provost for Student Life. Problems with visitors are reported to the Director of Public Safety.

2.12.4 ASSIGNMENT OF OFFICES

Assignment of offices to the faculty is done by the Deans of the Schools. Questions concerning this matter should be addressed to them.

2.12.5 PHOTOCOPIER AND DUPLICATING EQUIPMENT FOR FACULTY USE

Use of photocopier and duplicating equipment is restricted to instructors and staff. Use by students is permitted only by arrangement with an instructor or staff member and must be for the purpose of copying material related to the instructor's curricular needs or the staff member's requirements.

2.12.6 OFFICE SUPPLIES

College letterhead, stationery, office supplies and other materials are available from the School secretaries and/or administrative assistants. Any major supply items must be ordered on a Purchase Order (available in the Office of the Dean of the School) signed by the department chairperson.

2.12.7 LACTATION ACCOMMODATION

The College will make reasonable efforts to provide an opportunity and a private place (other than a restroom) that is close to the faculty member's office and/or classroom to pump breast milk. The opportunity to invoke this accommodation must, if possible, run concurrently with any non-class time opportunity already available to the faculty member while on the Moraga campus or at an off site classroom and/or office location used by the faculty member in connection with the performance of her professional obligations to the College. When no private place is available close to the faculty member's office or classroom, she may pump milk in her office or classroom, so long as she can do so with privacy.

2.13 LEAVES

2.13.1 LEAVES WITH PAY

For detailed information regarding specific leaves of absence, contact the Human Resources office. For sabbatical leave, see 2.10.1.

2.13.1.1 Sick Leave (Short-term Disability Income Benefits)

For faculty, accumulation of paid sick leave is at the rate of four (4) weeks for each year of full-time employment up to a maximum of twelve (12) weeks, at which time long-term disability income benefits commence, if applicable. Sick leave is normally coordinated with State Disability Insurance to assure that one remains at 100% of normal earnings as long as possible.

The Human Resources office must be notified as soon as possible of any sick leave, pregnancy disability, other disability, or of the need for Family and Medical Leave (in writing when possible) as soon as the faculty member is aware of the need for such leave. In non-emergency situations, the employee must provide no less than thirty (30) days written notice to the Human Resources Office. For details of the policy, contact the Human Resources office.

2.13.1.2 Jury Duty

The College recognizes jury duty as a civic obligation and will excuse all summoned employees from work for jury duty with pay for a period not exceeding four full work weeks in a calendar year. If the jury duty exceeds four full work weeks, the employee may take unpaid leave unless the employee has worked for any part of the work week, in which case the leave will be paid leave. The employee may retain any jury fees.

2.13.2 LEAVES WITHOUT PAY

Leave of Absence

For those leaves of absence that are not legally mandated, full-time faculty may obtain a leave of absence with the approval of the department chairperson, by recommendation of the Dean of the School and the Provost to the President. Normally, a leave of absence is granted, upon request, for an academic term or year and can be formally renewed up to a maximum of an additional academic year. Under extraordinary circumstances, the President may extend the leave of absence for an additional period of time. Benefits such as medical, dental, vision, life and long-term disability are not due during a leave of absence; however, the faculty member may continue any or all of these coverages during any leave that is not covered by the Family and Medical Leave Act of 1993, normally on the condition that he/she pays the entire premium. One academic year or less of scholarly leave of absence may normally be counted as part of the probationary period. A faculty member on leave must notify the Dean of the School or the Provost by April 1 or within 30 days of receipt of contract, whichever is later, of his/her intention to return or not to return at the beginning of the next academic year. However, faculty members are strongly urged to so notify by March 1.

2.13.2.1 Family and Medical Leave Act of 1993/California Family Rights Act

The Family and Medical Leave Act of 1993 and the California Family Rights Act entitle a faculty member who has been employed at least one full calendar year and has worked 1,250 hours during the preceding 12 months to take up to 12 weeks unpaid leave with the right to return to the same or comparable position. Leaves will be granted to accommodate the needs of a faculty member due to the birth, adoption, or foster care placement of a child within 12 months of the child's birth or placement; to care for a spouse, dependent child or parent with a serious health condition; or because of a serious health condition of the faculty member. Serious health condition is defined as a condition requiring hospitalization, the ongoing care of a licensed treatment provider, or the absence of three days or more and the care of a licensed treatment provider. During this time, the faculty member can be required to use his/her unused sick leave and the College will continue its contribution to the faculty member's health insurance premium. Medical or pregnancy leaves generally include the right to return to the same or comparable position.

Procedure for Granting Leave: Eligible faculty members must apply for leave by completing the "Request for Leave" form and, in the event of a serious illness of the faculty member or immediate family member, the "Certification of Health Care Provider" form at least thirty (3) days prior to the leave or as soon as foreseeable. Both forms are available in Human Resources.

Upon approval of a leave the College will confirm the date of the faculty member's return. Any request for an extension of an approved leave must be submitted in writing to Human Resources at least one (1) week prior to the expiration of the current leave with a copy going to the Provost. Failure to return on the agreed date will be considered a voluntary resignation of the faculty member's appointment and, where applicable, tenure.

A written verification of the faculty member's ability to resume normal duties is required from the health care provider prior to the employee's return. Any accommodations or restrictions upon return from leave must be detailed and in writing.

2.13.2.2 Personal Leave of Absence

For those leaves of absence that are not legally mandated, full-time faculty may obtain a personal leave of absence with the consent of the department chairperson, recommendation of the Dean of the School and approval of the Provost and the President. A personal leave of absence is granted, upon request, for an academic term or year and can be formally renewed up to a maximum of an additional academic year. Under extraordinary circumstances, the President may extend the leave of absence for an additional period of time. Benefits such as medical, dental, vision, life and long-term disability are not due during a personal leave of absence; however, the faculty member may continue any or all of these benefits during any such leave that is not covered by the Family and Medical Leave Act of 1993, on the condition that he/she pays the entire premium. A faculty member on a personal leave of absence must notify the Dean of the School and the Provost by April 1 or within 30 days of receipt of contract, whichever is later, of his/her intention to return or not to return at the beginning of the next academic year. However, faculty members are strongly urged to so notify by March 1.

2.13.2.3 Scholarly Leave of Absence

Tenure and tenure-track faculty shall be eligible to apply for a one-term Scholarly Leave of Absence, not to exceed one semester every four years, to pursue a scholarly or creative project, as recommended by the Dean and approved by the President. One academic year

or less of scholarly leave of absence may be counted as part of the probationary period. In addition, tenured faculty while on a scholarly leave retain faculty status and privilege, including eligibility for sabbatical leave. Faculty on Scholarly Leave shall receive a pro-rata salary as well as pro-rata life and long-term disability benefits but shall retain full medical, dental, and vision benefits. Applications for Scholarly Leave must normally be made to the Chair of the faculty member's department no later than the end of the first week of the academic term (i.e. long semester or quarter, as applicable) before that in which the leave is to be taken. Requests for Scholarly Leave may be granted by the President who shall consider the following factors: 1) the faculty member has presented a clear and substantive plan for the use of the leave which has been found meritorious by the Dean of the applicant's school and by the Provost. 2) the faculty member's absence will not unduly harm the ability of the home Department to offer its curriculum, the judgment to be made by the Dean of the applicant's school in consultation with the Chair of the faculty member's department. 3) without the prior written approval of the President, the faculty member will not accept new income, related or unrelated, to completion of the scholarly or creative project. 4) the faculty member must return to full time status (7/7) for at least one year after the expiration of the leave, or the faculty member must reimburse the College's cost of the medical, dental and vision benefits received during the leave.

2.14 BENEFITS

The Director of Human Resources is responsible for all benefits, policies and programs and for communicating these through available booklets, orientation, enrollment, and forms. This office also provides claims, accounting and related details. Coverage is automatic only for benefits required by law (Social Security, Workers' Compensation, State Unemployment and State Disability). Each faculty member is personally responsible for enrolling in a timely fashion in all other benefit programs listed below.

2.14.1 MANDATORY BENEFITS

All faculty members are covered by law by Social Security, Workers' Compensation, State Disability and State Unemployment Insurance.

2.14.2 LONG-TERM DISABILITY INCOME BENEFITS

All ranked faculty and Adjunct Faculty teaching 6 or more courses per academic year on an annual basis are covered by long-term disability insurance. Coverage begins on the first day of the month following 30 days of employment. The full cost of this coverage is paid by the College. Under the plan, 60% of annual salary to a maximum of \$7,500 per month is payable to an employee who is unable to perform the duties of his/her job, as determined by a physician. After a 90-day elimination period, the Human Resources office will process a claim for benefits under the policy. The eligible faculty member will receive an annual cost of living adjustment until age 65, until death occurs, or until he/she is able to resume his/her normal duties. Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.

2.14.3 MEDICAL PLANS

The College provides comprehensive medical plans for all ranked and adjunct faculty teaching six or more courses per academic year. That coverage is provided either through Health Net POS (Point of Service), Kaiser Health Plan, or Health Net (HMO). The latter

two are qualified health maintenance organizations. The College pays up to a fixed dollar amount which is determined on an annual basis. Any additional premium costs are paid by the employee on a pre-tax basis through payroll deduction. All ranked faculty teaching four or more courses per academic year and Adjunct faculty teaching five courses or more courses per academic year are also eligible for coverage. In such cases, the College contribution will be reduced based on the percentage of full time worked. Ranked and adjunct faculty teaching five courses per academic year are also eligible for coverage, in which case the College contribution will be pro-rated based on the percentage of full-time worked. Ranked faculty teaching fewer than five courses per academic year are not eligible for coverage, though they may continue their participation in their health plan by paying the full premium costs. Employees must enroll in one of the programs within the first 30 days of employment. Coverage begins on the first day of the month following 30 days of employment. Rates and applications for coverage may be obtained from the Human Resources office. Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.

2.14.4 GROUP DENTAL INSURANCE

All ranked faculty and Adjunct Faculty teaching 6 or more courses per academic year may elect to participate in one of the programs offered by the Delta Dental Program. Coverage for either program begins on the first day of the month following 30 days of employment. The cost of employee coverage is paid by the College, and employees are responsible for dependent coverage through pre-tax payroll deductions. Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.

2.14.5 GROUP VISION INSURANCE

All ranked faculty and Adjunct Faculty teaching 6 or more courses per academic year are eligible for group vision coverage. The benefits include annual eye exams and lenses. Coverage begins on the first day of the month following 30 days of employment. The College pays 100% of the monthly premium for the employee and the employee pays for dependent coverage through pre-tax payroll deductions. Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.

2.14.6 GROUP TERM LIFE INSURANCE

All ranked faculty and Adjunct Faculty teaching 6 or more courses per academic year are covered by group term life insurance. Coverage begins on the first day of the month following 30 days of employment. Benefits are computed at one times the employee's salary, to a maximum of \$150,000. At age 70, benefits are reduced to 65% of the salary, and, at age 75, amounts are reduced to 50% of the salary. The full cost of coverage is paid by the College. Eligible employees may also purchase optional additional amounts of life insurance at group rates determined by the carrier. Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.

2.14.7 ACCIDENTAL DEATH AND DISMEMBERMENT/TRAVEL ASSISTANCE

All ranked faculty and Adjunct Faculty teaching 6 or more courses per academic year are eligible to participate until age 70. In cases of accidental death or dismemberment, benefits will be payable based on a schedule in addition to term life insurance benefits. Employees

who are eligible for full-time benefits are also eligible for travel assistance when traveling, whether for business or pleasure. The cost of both the accidental death and dismemberment and the travel assistance plan are paid by the College. Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.

2.14.8 WORKERS' COMPENSATION

All employees, including Brothers, are covered by Workers' Compensation Insurance which is paid for by the College for work-related injuries or illnesses, as required by law. The coverage is effective on the first day of employment and is automatic. Benefits include payment of all approved medical expenses related to an accident or illness, as well as weekly benefits. Claims must be filed with the Human Resources office immediately after sustaining an injury or illness, and the faculty member will be directed to the appropriate medical treatment center.

2.14.9 RETIREMENT

1. Social Security/Medicare. All employees are covered by law and have a Social Security deduction made from their pay which is matched by the College. The amount deducted is paid into a Social Security account for each employee. Social Security provides retirement benefits and disability and survivorship plans.
2. TIAA/CREF Retirement Plan. All faculty with the rank of Instructor, Assistant Professor, Associate Professor, or Professor are eligible to participate in the TIAA/CREF retirement program after the completion of one year of service at Saint Mary's College or one academic year of prior full-time service with an institution of higher education and attainment of age 21. The College contribution is equal to at least 8% of the employee's monthly earnings (effective July 1, 2001), whether or not the employee contributes to the program. A tax-deferred option is available for those faculty who wish to reduce their taxable income by \$25.00 or more, up to limits established by the Internal Revenue Service, and a Reduced Services Plan for full-time faculty is also available. Voluntary additional contributions are placed either in regular or group Supplemental Retirement contracts and are made on a tax-deferred basis. Supplemental Annuity contracts allow a loan provision and lump sum distributions at termination. Full- and part-time faculty may contribute to the TIAA/CREF program at any time. Although the College permits the voluntary selection of alternative carriers for employee contributions, it will not contribute to any carrier other than TIAA or CREF.

Applications and Salary Reduction Agreements are available from the Human Resources office and must be completed before any contributions from either the employer or the employee can begin.

2.14.10 TUITION REMISSION AND EXCHANGE PROGRAMS

2.14.10.1 TUITION REMISSION PROGRAM

Full tuition remission for attendance at any and all Saint Mary's College's undergraduate programs except Nursing and contract education programs is granted to sons and daughters (who have met the qualifications for admission) of full-time faculty who have completed one academic year of full-time employment and are currently employed, and to the nieces and nephews of Christian Brothers (i.e., children of their brothers or sisters who have met the qualifications for admission) currently assigned to and employed by the College.

To be considered eligible for a tuition remission, a son or daughter must be a dependent for tax purposes, must have enrolled before attaining age 21, and must meet the normal admission requirements of the College and of the academic program for which application is made.

Current full-time faculty and their spouses, after completion of one academic year of employment, are eligible for a 100% tuition allowance for a maximum of one course per semester, quarter, or term.

2.14.10.2 TUITION EXCHANGE PROGRAM

The Tuition Exchange Program provides a national scholarship exchange program for dependents of eligible employees with over 500 participating institutions throughout the United States and the United Kingdom. Approximately 3,000 students receive scholarships annually.

Colleges and Universities participating in this program have agreed to waive tuition for eligible dependents from other member institutions. The primary obligation of a member institution is to maintain a balance between “exports” (students applying for admission to a partner institution) and “imports” (students applying to Saint Mary’s).

All students must seek admission to the partner institution and meet any applicable admission requirements.

Eligible Employees: All full-time faculty, currently teaching six (6) or more courses per academic year and staff, working 30 or more hours per week, 12 months per year, who have completed one (1) year of employment.

Eligible Dependents: Sons and daughters of eligible employees who are considered by the Internal Revenue Service to be legal dependents, and who have enrolled in or have applied to member institutions prior to attaining age 25. Verification of dependent status is required. Participation in this program is in lieu of eligibility for enrollment at Saint Mary’s College.

Scholarship: Two (2) exports are allowed per academic year for a total of eight (8) exports after an initial four-year phase-in period. This total amount of export scholarships may be decreased if there are not enough offsetting import scholarships.

A tuition waiver for up to four (4) years of full-time undergraduate degree study provided the student maintains continuing eligibility. Room, board and fees are normally NOT included in the scholarships offered by the host institution. Those institutions with very high tuition rates are allowed to award less than full tuition. Most institutions will reduce their scholarship by the amount of other grants available to the students.

Excluded from scholarship are part-time study, graduate study, study in a non-degree program and study for a second undergraduate degree.

Application: Application for the Tuition Exchange Program does not guarantee acceptance to a member institution or insure a scholarship. By October 1st of each academic year the College will be able to determine the number of Tuition Exchange Scholarships available based on the current number of imports and exports and the continuing eligibility of

dependents enrolled the previous year. Applicants must complete the “Application for Tuition Exchange Scholarship” form and return it to Human Resources not later than October 31st.

Human Resources will verify and determine eligibility and inform the employee/parent of the dependents’ priority by November 15, based on the following procedure:

- If the number of applicants is equal to or less than the number of scholarships (normally two per academic year) all applicants will be given the opportunity to apply to a partner institution. If the number of applicants exceeds the allowed number of exports, applicants will be selected as follows:
 1. First priority will be given to the student applicant whose employee/parent has the longest continuous full-time employment at Saint Mary’s College. If the number of applicants exceeds the number of scholarships, half of the scholarships will be assigned to the faculty pool, i.e. the pool of applicants with a faculty parent, and half to the staff pool. Each pool will be ranked by years of continuous full-time service by the parent. If there are an odd number of scholarships, the remaining one shall be allocated by ranking all applicants in the same manner.)
 2. Within each pool, the top-ranked applicants will be selected to apply to other consortium schools, while alternates will be determined by order of ranking. If no member of one pool desires to pursue an application for a scholarship assigned to it, that scholarship shall then be reassigned to the other pool.
 3. If more than one employee/parent within a pool has the same continuous years of full-time service, ranking will be based on the date of submission of the application to Human Resources or, in the event of a tie, a drawing.

Applicants who are not selected will be placed on a list as alternates in priority order based on the sequencing described above. Alternates who are not selected but choose to enroll in a partner institution on their own may reapply for Tuition Exchange the next academic year. In the event that a recipient fails to earn admission to a partner institution, chooses to enroll in a non-tuition exchange institution or otherwise forfeits the right to receive the scholarship (i.e. resignation of parent, ineligible dependent status, etc.,) alternates will be selected in the priority order listed above.

Awardees must inform Human Resources no later than April 15th that they have been accepted and have enrolled in a host institution. Scholarship winners who fail to meet this requirement will forfeit their awards to an alternate on the waiting list. Awardees who decide not to use their scholarship must notify Human Resources at the earliest possible time so that alternates can be notified.

Continued Eligibility: Students will receive up to eight (8) semesters of tuition. Continued participation depends upon yearly re-certification. Accordingly each recipient MUST:

- Submit a transcript of their academic records to Human Resources within one month of the end of their academic year, AND
- Complete a “Scholarship Renewal” form and submit it to Human Resources no later than August 1st.

Human Resources will verify and notify the employee/parent of the dependents' continuing eligibility. Human Resources and the host institution must be notified immediately if the awardee takes a leave of absence or otherwise interrupts enrollment.

2.14.11 REIMBURSEMENT ACCOUNTS

Faculty who teach four or more courses per academic year are eligible to take advantage of the health and/or dependent care reimbursement accounts. Open enrollment for these accounts occurs in December for a calendar year effective date.

Employees estimate each year the predictable expenses that may be incurred and not covered by their medical, dental and/or vision insurance. These amounts are reduced from the regular paycheck on a semi-monthly pre-tax basis. Once the expenses are incurred, a claim form is submitted and reimbursement occurs. For additional information and legal definitions, contact the Human Resources office.

2.14.12 MISCELLANEOUS

Safety Program: It is the policy of the College to have a safe and healthy workplace. Employees are expected to adhere to all safety rules, follow established safe work practice and exercise caution in all work activities.

Moraga School District Attendance Policy: A pupil whose parent or legal guardian is employed within the boundaries of the Moraga School District is considered to have complied with residency requirements (AB 2071). Admission to Moraga schools, however, is based on a review of space availability, student's citizenship record, additional services required by the student, and any other factors affecting the interest of the student or the District.

Certain organizations outside the College offer benefits to College employees. The Bookstore offers staff discounts. Metro 1 Credit Union offers personalized service and an ATM on campus. Liberty Mutual Insurance Groups sponsors group automobile and homeowners insurance. Some amusement parks and local merchants offer discounts to College employees.

2.14.13 EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a free, confidential referral and counseling service for full-time employees and their family members designed to help balance the challenges of home, work, and contemporary life. EAP specialists can help with marital and relationship counseling, education planning, child and elder care, alcohol and drug abuse, emotional stress, legal assistance, and debt management. To access the EAP services, call 1-800-234-5465.

2.14.14 USE OF FACILITIES/DISCOUNTS

2.14.14.1 Athletic Facilities

Faculty and staff members may use designated athletic facilities. Contact the Assistant Director for Athletics and Recreational Sports for hours of availability and further information.

2.14.14.2 Dining Facilities and Lounges

During the academic year, the Roncalli dining room is available for faculty to purchase lunch. Faculty are welcome to eat this purchased food, or lunch brought from home, in the Roncalli dining room or the Faculty/Staff Lounge. The latter is located at the end of the hall behind Roncalli. Tea and coffee service are available in the lounge, as well as a microwave oven and refrigerator. Informal gatherings may be held here, but the room cannot be reserved for any one particular group.

Faculty may also purchase meals in Oliver Dining Hall (the student dining room), in Café Louis, or in the Food Court. The Oliver Dining Hall provides a large assortment of items for one price at the door, and Café Louis and the Food Court offer selections on an a la carte basis. During the January term, holidays, and summer months, these facilities are available on a limited basis. Modified hours of operation are posted at the site, as well as included in *SMC Online Magazine*.

Faculty may purchase a meal plan from the Business office. The plan is in the form of “flex dollars”, may be used at any one of the above-listed facilities, and is good for the academic year. The benefit to the faculty for buying the meal plan from the College is the exemption from sales tax. The plan can be purchased in increments of \$50.00.

Hagerty Lounge, located on the first floor of De La Salle Hall, is furnished with round dining tables and chairs, and has a complete kitchen, including dishware and utensils, which may be used by groups wishing to hold functions which involve their own food preparation and service.

2.14.14.3 Bookstore

The Bookstore, located in the Ferroggiaro Center, is operated by Barnes and Noble College Bookstores Inc., and offers faculty and staff members a 10% discount on all purchases except for film, food, magazines, and sundries, and items which are already on sale. Faculty are asked to show their identification card before sales are rung in the register.

The Bookstore accepts special orders for books from faculty and staff. Faculty are urged to write to the publisher for personal desk copies of textbooks. The Bookstore can help by supplying toll-free phone numbers.

2.14.14.4 Ticket Discounts

Faculty and staff members are admitted without charge to any athletic event. Faculty and staff members need only show their Saint Mary's identification card for free admission to home baseball and football games. For home basketball games, staff and faculty must pick up tickets 24 hours prior to game time from the ticket office. Faculty and staff are allowed one free ticket per basketball game.

The Committee for Lectures, Art and Music (CLAM) schedules a series of events each year designed to enrich and broaden the cultural environment of the College and to appeal to the community surrounding the campus. Faculty, staff and students of the College are admitted to these events at a reduced cost. Faculty and staff may purchase one additional ticket per event at the discount rate.

PARKING

Faculty automobiles which are parked on campus must display a current faculty parking sticker, which must be obtained from the Public Safety department. Parking violations are subject to fines. Failure to pay fines will be cause for the owner's vehicle to be booted or towed. Parking violations in fire lanes and zones for handicapped are subject to municipal laws as well as towing charges.

FACULTY SALARY POLICY

Saint Mary's College values highly the contributions of its faculty in pursuing excellence in Lasallian, Catholic and liberal education. The College recognizes that it must attract and retain outstanding faculty who are committed to the College's mission and to their own person and professional growth. Thus, the College is committed to paying competitive salaries according to the following guidelines:

Salary Goals

1. The average of salaries by rank should minimally be the average salaries by rank of Pacific States IIA institutions, as defined and published yearly in Academe, The Chronicle of Higher Education, and on Web sites. The College should strive to reach this goal within three years of the adoption of this policy.
2. To maintain competitive salaries, the budget process should also consider a smaller cohort of comparable institutions: the other schools in the WCC and Manhattan College. Many of these institutions have professional schools, which pay significantly higher salaries, particularly in the ranks of associate and full professor. In light of this, the College should aim for the median of the assistant professor salary scale at Saint Mary's to be at the median of assistant rank average salaries at these cohort institutions, as available yearly in the sources noted above.
3. The College should aim for a salary structure that is equitable across ranks, with particular attention given to the competitiveness at the assistant professor level. The salary structure should have a range of salaries, from assistant through full professor, consistent with the Pacific States IIA. Details of the implementation protocols are available from the College's Human Resources office.

Procedures for Implementation and Administration

Available in the Offices of the Provost, Human Resources, the Vice President for Finance, and the Academic Senate.

SALARY SCALES FOR RANKED AND ADJUNCT FACULTY*Full-time Faculty Salary Scale*

The annual salary scale matrix designates a salary scale I for those faculty without the terminal degree (normally, the doctorate), and a scale II for faculty who possess the earned terminal degree (normally, the doctorate). The vertical steps each represent one year of credited experience.

When a member of the faculty has completed all requirements for the doctorate and has been officially notified by the conferring university, he/she shall present such documents to the Dean of the School and shall move from I to II in the salary scale with the commencement of the contract period or February 1, whichever date is nearest in time.

Initial placement on the full-time faculty salary scale is determined by the Provost in consultation with the Dean of the School and chairperson of the department, as appropriate. Initial placement on the Lecturer scale is determined by the Dean of the appropriate School.

All full-time faculty salaries are paid over a 12-month period in 24 equal semi-monthly payments. All part-time salaries are paid over an applicable period determined by the Dean of the School and the Director of Human Resources. Lecturers ordinarily carry a course load of from one to four courses, have only the additional duties specified in 2.11.2 (3.), and are placed on the Lecturer salary scale.

A scale increase for each step is given per year as for full-time salaries, with Trustee approval. Lecturers are advanced from I to II with certification of earned terminal degree (normally, the doctorate), as with full-time faculty, and are advanced by step after completion of seven courses at Saint Mary's College. Advancement is made with the commencement of the contract period or February 1.

Adjunct faculty are assigned five courses or more with additional duties proportional to the extent of their instructional duties, and otherwise similar to that of the ranked faculty [see 2.11.2 (2.)] at the discretion of the College. Such faculty receive a salary based upon the full-time salary scale.

**SAINT MARY'S COLLEGE
FULL-TIME FACULTY SALARY SCALE
2004-2005**

Step	Instructor		Assistant		Associate		Professor
	I	II	I	II	I	II	
1	44,637	47,247	48,816	51,628	58,855	62,245	75,767
2	46,014	48,664	50,280	53,177	60,620	64,113	78,040
3	47,394	50,124	51,789	54,772	62,439	66,036	80,380
4			53,342	56,415	64,312	68,017	82,793
5			54,943	58,108	66,241	70,058	85,277
6			56,591	59,851	68,229	72,159	87,835
7							90,470
PRE 1989							92,732

2.15.2 FOR LECTURER POLICY AND SCALE, SEE DEAN OF APPROPRIATE SCHOOL OR OFFICE OF HUMAN RESOURCES.

2.16 GRIEVANCE

2.16.1 INTRODUCTION

1. The grievance procedure provides an individual with faculty status a procedure by which to have his/her grievance heard in a fair, predictable manner which permits the participation of his/her colleagues. The goal of the procedure is to effect the timely and equitable settlement of the grievance.
2. The grievance procedure is used to settle disputes between faculty members and other faculty members or between faculty members and academic administrators. The following are grievable issues:
 - a. alleged inadequate consideration and/or alleged violations of academic freedom by the Rank and Tenure Committee, the Provost, or the President in tenure and promotion recommendations and/or decisions (see section 2.16.3);
 - b. alleged inadequate consideration and/or alleged violations of academic freedom in reappointment recommendations and/or decisions not involving the Rank and Tenure Committee (see section 2.16.4);
 - c. all other grievances not involving the rank and tenure review process which allege errors in policies, errors in carrying out policies or procedures, or violations of academic freedom (see section 2.16.4);
 - d. alleged violations of equal employment opportunity policies. (Cases of alleged harassment (other than sexual) or discrimination on the basis of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age (40 years or older), medical condition, or physical or mental disability are dealt with under section 2.16.5.)

2.16.2 PROCEDURES THAT APPLY TO ALL GRIEVANCES

1. Grievances must be initiated in writing within twenty (20) school days of the alleged offense. For a definition of "school days" see section 2.16.2.9.
 - a. Grievances where neither the Provost nor the President is a party in the grievance are initiated in the Office of the Provost.
 - b. Grievances where the Provost is a party in the grievance are initiated in the Office of the President.
 - c. Grievances where the President is a party in the grievance are initiated in the Office of the President.
 - d. Grievances involving equal employment opportunity and/or the College's non-discrimination policies are initiated with the Director of Human Resources, who also serves as the College's Equal Employment Opportunity Compliance Committee chairperson (see section 2.16.5). Complaints involving allegations of sexual harassment are reported to and investigated by the Director of Human Resources (see section 2.9.2.1.)

2. The Provost or the President can designate another individual to receive grievances or to act in his/her place in discharging any responsibilities assigned to either of these parties under these procedures.
3. The faculty member initiating the grievance is responsible for presenting a clear, coherent, well-documented, well-argued case to the Committee. The Committee does not formulate the case for the grieving faculty member.
4. When filing a written grievance, the faculty member initiating the grievance must cite the *Faculty Handbook* section number under which he/she is grieving.
5. Whenever a faculty member is participating in the grievance process he/she may be accompanied or represented by one of his/her colleagues who serves without prejudice or fear of reprisal.
6. When required, written notification must be received by the school day indicated in the grievance procedure. Notification will be made by certified mail. All parties are responsible for providing accurate information to either the President or the Provost as to how they may be reached.
7. When deadlines are identified in the grievance procedure, the parties have until 3:00pm on the designated school day to complete the required activity.
8. If all parties to the grievance believe their time could be profitably extended beyond a time limit outlined in the grievance procedure, they can agree to an extension by defining it in writing before the original time limit elapses. Extension should be for no more than double the original time allocated for the activity, unless extraordinary circumstances occur such as prolonged illness or sabbatical leave.
9. All references to "school days" in the grievance procedures refer to days on which regular undergraduate scholastic year classes are scheduled (including the week of final examinations), according to the official academic calendar published in the *College Catalog*. This definition of "school days" applies to all faculty members regardless of the program in which they teach. In particular, undergraduate vacation days and the undergraduate summer vacation period do not count as school days even though faculty in some programs (e.g., graduate business, extended education, etc.) teach during these times.
10. A grievance will be considered beginning with Step I of the procedure and continuing in established order until a settlement has been reached or a decision has been accepted by all parties to the grievance or the last step has been fully implemented.
11. If a settlement has not been reached or a party to the grievance is dissatisfied with the decision made, the party may make an appeal which brings the case to the next step. A decision is final if it is not appealed within given time limits or if no further appeal can be taken under this procedure.
12. After commencement of a grievance procedure, additional grievances or alterations in the original grievance require that the procedure begin again.

13. Fourteen faculty members are elected to the Grievance Committee. For those steps in these procedures that require the Grievance Committee, each party to the case can challenge two members within ten (10) school days of the actual notice of the composition of the Grievance Committee. Challenges are peremptory and without personal or professional prejudice. All five members of the Grievance committee must be present at deliberation meetings, and all five must vote. No abstentions are allowed. See section 1.7.4.1 for a full description of how the Grievance Committee is constituted. In addition, in an academic year in which the number of concurrent grievances exceeds three, the chair of the Academic Senate has the discretionary power to enlarge the Committee from the alternates and runners-up from the previous two election years; the Committee is to be enlarged prior to the challenge stage.
14. A Grievance Committee member may serve on a maximum of two concurrent grievances.
15. At the conclusion of grievances involving the Rank and Tenure Committee, the chair of the Grievance Committee will meet with the chair of the Rank and Tenure Committee to discuss, without violating the confidentiality of the grievance process or the privacy of the individual(s) involved, the ways in which such a grievance might be avoided in the future.

2.16.3

GRIEVANCES ARISING FROM ALLEGED INADEQUATE CONSIDERATION AND/OR ALLEGED VIOLATIONS OF ACADEMIC FREEDOM BY THE RANK AND TENURE COMMITTEE, THE PROVOST, OR THE PRESIDENT IN TENURE AND PROMOTION RECOMMENDATIONS AND/OR DECISIONS

1. Grievances in which the Provost and/or the Rank and Tenure Committee arrived at a negative recommendation and where the President renders a negative decision are considered under section 2.16.3.1.
2. Grievances in which both the Provost and the Rank and Tenure Committee arrived at positive recommendations but in which the President renders a negative decision are considered under section 2.16.3.2.
3. Grievances in which a faculty member is not reappointed and where the non-reappointment does not involve the Rank and Tenure Committee are considered under section 2.16.4.

2.16.3.1

Grievances in cases of a negative rank and tenure decision by the Rank and Tenure Committee and/or the Provost and where the President renders a negative decision

See Figure 1 for a time line of this section.

1. If the President renders a negative decision in agreement with a negative decision by the Rank and Tenure Committee and/or the Provost, the faculty member may grieve the decision.
2. A written petition alleging inadequate consideration and/or a violation of academic freedom shall be sent to the President within twenty (20) school days of the postmarked date of the President's notification. Within five (5) school days the President will forward the petition to the Provost and to the chairperson of the Academic Senate who

will refer it to the Grievance Committee. See section 2.16.2(4) for the requirements of written notification.

3. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 25 school days

Step I Informal Discussion

There is no informal step in this procedure. Informal consultation with the Provost takes place before the recommendations of the Rank and Tenure Committee and the Provost are forwarded to the President for his consideration. The filing of a grievance in cases of inadequate consideration and/or a violation of academic freedom in promotion and/or tenure decisions is immediately referred to the Grievance Committee.

Step II Grievance Committee Procedure

1. The chairperson of the Academic Senate will ensure that the Grievance Committee is constituted within ten (10) school days from the receipt of the request. The decision of the Grievance committee must be rendered within thirty (30) school days from the constitution of the committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the committee is operative within ten (10) school days from assignment to the committee.

2. The Grievance Committee will determine whether the recommendation of the Rank and Tenure Committee and/or the Provost may have been the result of inadequate consideration of the case in terms of the rank and tenure standards of the College and/or a violation of academic freedom. The Grievance Committee should not judge the merits of the case. Rather, the Committee should decide whether on its face, a case for reconsideration by the Rank and Tenure Committee or the Provost has been made by the grievant.
3. The members of the Grievance Committee who are considering the case will have access to the confidential material which is available to members of the Rank and Tenure Committee and the Provost for the case being grieved. They shall also have access to those portions of the minutes of the meeting(s) in which the grievant's case was discussed. At the sole discretion of the Grievance Committee, should the members find some information ambiguous or contradictory, the Committee may write to the individual(s) and solicit written responses(s) from the individual(s) who has information concerning the case for the purpose of clarification of ambiguous or contradictory information. The Grievance Committee is bound by the same confidentiality that binds the Rank and Tenure Committee.
4. The Grievance Committee shall consider only whether the information available to the Rank and Tenure Committee was adequate to support its decision and whether it was viewed only in the light of relevant standards.

5. The Grievance Committee will provide a written decision within thirty (30) school days from the constitution of the Committee. Copies will be provided to the faculty member, the Rank and Tenure Committee, the Provost, and the President of the College. If the Grievance Committee believes that the faculty member has no valid grievance, this shall be the final step in the faculty member's grievance.
6. If the Grievance Committee believes that the faculty member has a plausible case for reconsideration, it will direct the Rank and Tenure Committee (sitting at the time of the direction) and/or the Provost to reconsider. The Grievance Committee will indicate in what respects it believes the consideration may not have been adequate. If the Grievance Committee finds that information in a specific area was unavailable, insufficient, or inaccurate, it will direct that such information be supplied or corrected through the Office of Academic Affairs and be submitted to the Rank and Tenure Committee for its reconsideration of the case.
7. The records of the Grievance Committee will be kept in a confidential file in the Office of the President. These records will be kept separate from any personnel files.

Maximum time line since grievance occurred: 65 school days

8. If so directed, the Rank and Tenure Committee, and/or the Provost, will reconsider the case in light of the Grievance Committee's written decision and provide the President with their recommendations within thirty (30) school days of the directive. If the directive is submitted when there is no active Rank and Tenure Committee, the appeal will be held over until there is a new Rank and Tenure Committee. This new Rank and Tenure Committee, and/or the Provost, will consider the case and provide the President with their recommendations within thirty (30) school days after the committee is constituted.

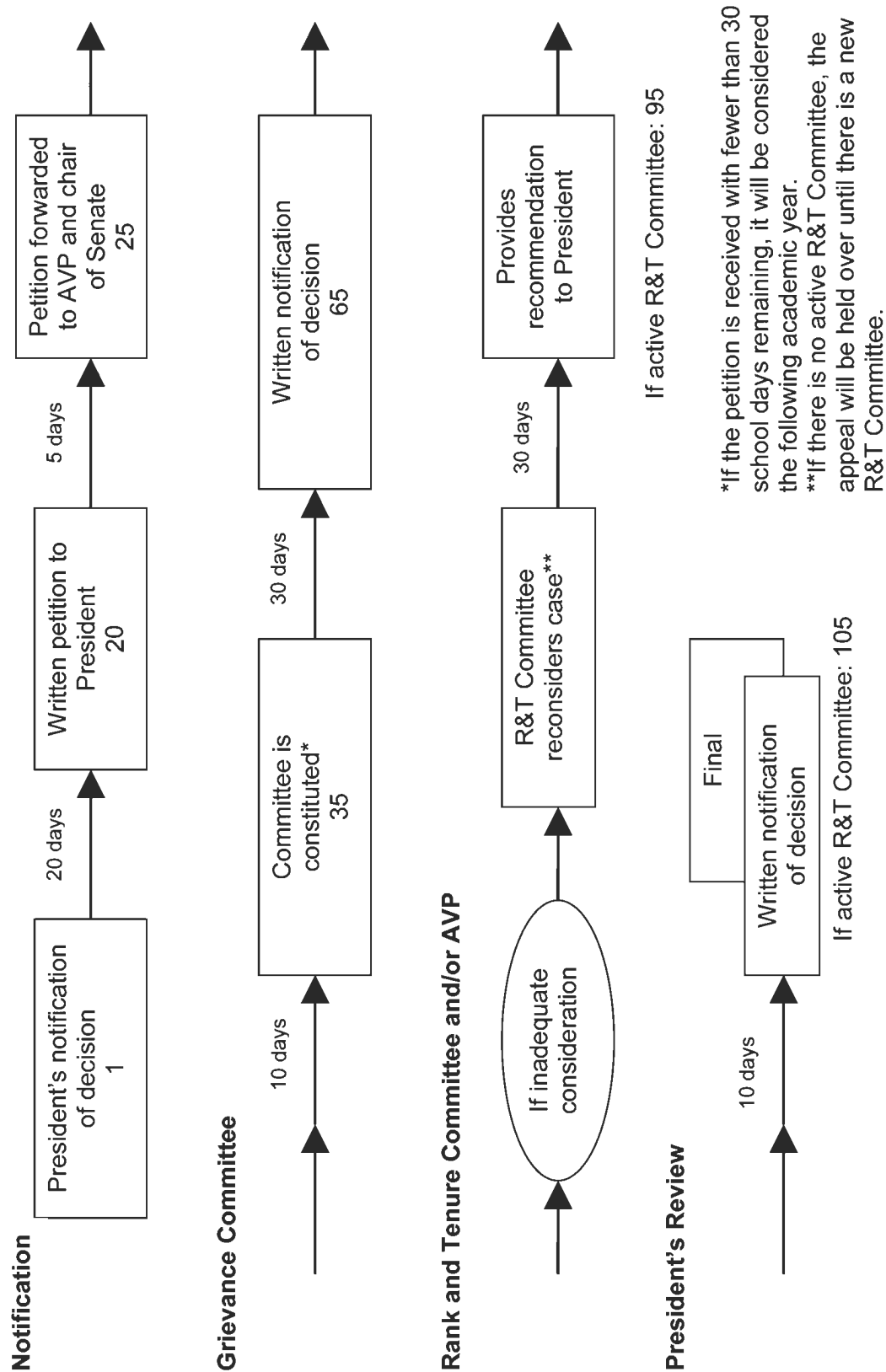
Maximum time line since grievance occurred: 95 school days

1. The President will have ten (10) school days after receipt of the Rank and Tenure Committee's and/or the Provost's recommendations to render a final decision on the case. He will state his reasons in writing to the faculty member.

Maximum time line since grievance occurred: 105 school days

(Figure 1)

Appeal in Case of Negative Rank and Tenure Decision by the Rank and Tenure Committee and/or Academic Vice President, and the President



2.16.3.2

Grievance in Case of a Negative Rank and Tenure Decision by the President in Opposition to a Positive Recommendation by the Rank and Tenure Committee and the Provost

See Figure 2 for a time line of this section.

1. If the President renders a negative decision in opposition to positive recommendations by both the Rank and Tenure Committee and the Provost, the faculty member may appeal the decision.
2. A written notification alleging inadequate consideration and/or a violation of academic freedom shall be sent to the President within twenty (20) school days of the postmarked date of the President's notification.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

3. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 20 school days

Step I Informal Discussion

1. Following the receipt of the written notification, the President shall call for a meeting between the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Successful resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by either party should the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the appeal is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first, unless otherwise provided by all parties in writing. See section 2.16.2.6.

Maximum time line since grievance occurred: 40 school days

Step II Grievance Committee

If no resolution occurs at Step I, the faculty member may request a consideration by the Grievance Committee. The faculty member must give the chairperson of the Academic Senate, for delivery to the Grievance Committee and the President, a written complaint explaining specifically why the President's decision is believed to be erroneous. The complaint and request for consideration by the Grievance Committee must be received by the chairperson of the Academic Senate within fifteen (15) school days after the completion of the informal discussion. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 55 school days

Step III Grievance Committee Procedure

1. The chairperson of the Academic Senate will insure that the Grievance Committee is constituted within ten (10) school days from the receipt of the request. The decision of the Grievance Committee must be rendered within thirty (30) school days from the constitution of the Committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the Committee is operative within ten (10) school days from assignment to the committee.

2. The Grievance Committee shall then review the written complaint, recommendations of the Rank and Tenure Committee and the Provost and the statement of reasons by the President, and any other pertinent material that the Committee gathers. If the Grievance Committee decides by majority vote the consideration by the President was prima facie inadequate or a prima facie violation of academic freedom, it will ask the President to reconsider.

Maximum time line since grievance occurred: 95 school days

3. The President has ten (10) school days to reconsider his decision and inform the faculty member in writing of his final decision and supporting reasons. During this period the President may confer with either the grievant and/or the Grievance Committee. In cases involving inadequate consideration, the decision of the President is final. In cases involving academic freedom only, the grievant may appeal the decision.

Maximum time line since grievance occurred: 105

Step IV Appeal to the Board of Trustees

1. In cases involving academic freedom only, a party dissatisfied with the decision rendered by the President may appeal to the Board of Trustees or to a committee thereof. The party must submit a written complaint to the chairperson of the Board of Trustees specifying why the decision of the President is believed to be erroneous and the redress sought. The chairperson of the Board of Trustees will forward a copy of the written complaint to the President. The complaint must be received within fifteen (15) school

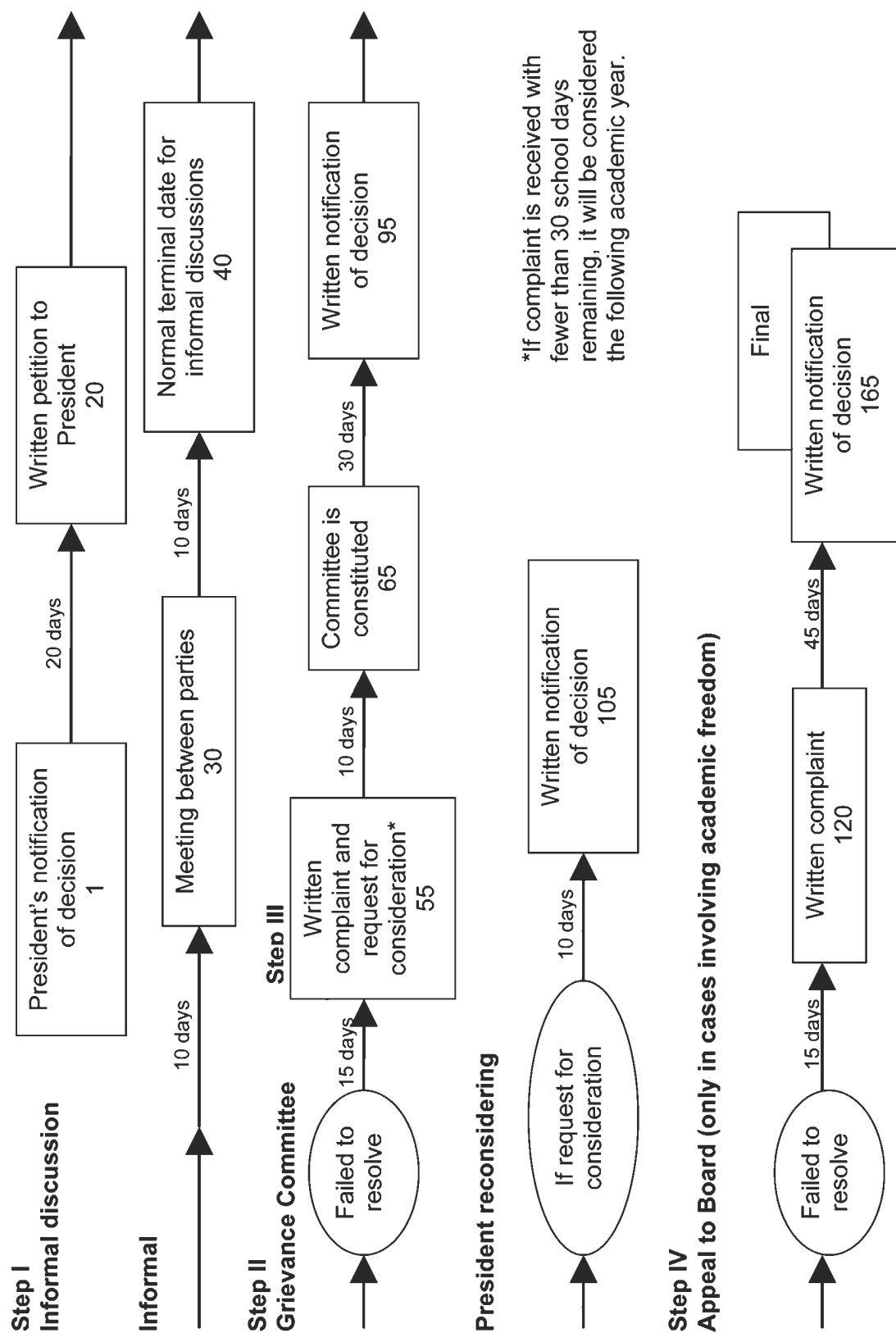
days of the decision by the President. See section 2.16.2(4) for the requirements of written notification.

2. The Board of Trustees or a committee created at the discretion of the chairperson of the Board will have forty-five (45) school days for deliberation and to render a final decision on the case. A copy of the decision shall be distributed to both parties.

Maximum time line since grievance occurred: 165 school days

(Figure 2)

Appeal in Case of Negative Rank and Tenure Decision by the President



2.16.4 GRIEVANCES THAT ALLEGE ERRORS IN POLICY NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, ERRORS IN CARRYING OUT POLICIES OR PROCEDURES NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, VIOLATIONS OF ACADEMIC FREEDOM NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, OR INADEQUATE CONSIDERATION AND/OR VIOLATION OF ACADEMIC FREEDOM IN REAPPOINTMENT RECOMMENDATIONS AND/OR DECISIONS NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS.

1. Grievances to which the President is not a party are considered under section 2.16.4.1.
2. Grievances to which the President is a party are considered under section 2.16.4.2.

2.16.4.1 Grievances To Which the President Is Not a Party That Allege Errors in Policy Not Involving the Rank and Tenure Review Process, Errors in Carrying Out Policies or Procedures Not Involving the Rank and Tenure Review Process, Violations of Academic Freedom Not Involving the Rank and Tenure Review Process, or Inadequate Consideration and/or Violations of Academic Freedom in Reappointment Recommendations and/or Decisions Not Involving the Rank and Tenure Review Process.

See Figure 3 for a time line of this section.

1. If the faculty member desires to file a grievance under section 2.16.4.1, he/she shall within twenty (20) school days of the alleged error or violation assure that a written petition is received by the Provost stating the grounds upon which the faculty member bases his/her grievance and the redress sought. If the grievance is against the Provost, the grievant will assure that within twenty (20) school days of the alleged error or violation the written petition is received by the President.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Step I Informal Discussion

1. Following the receipt of the written notification, the Provost or the President shall call for a meeting with the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2(6).

Maximum time line since grievance occurred: 40 school days

Step II Written Complaint of Grievance

1. Within fifteen (15) school days from the terminal date of the informal discussion, the grievance and redress sought must be submitted as a formal complaint in writing to the Provost together with a copy to the other party to the grievance, who will then have ten (10) school days from the receipt of the copy to answer the complaint in writing to the Provost. If the Provost is a party to the grievance, the written complaint must be submitted to the President. See section 2.16.2(4) for the requirements of written notification.

The Provost, or in cases where the Provost is a party to the grievance, the President, shall then consider the written complaint and the answer to the complaint, together with any oral or written statements and other pertinent data he/she may seek or require, and make his/her decision in writing with a copy to each party to the grievance, not later than thirty-five (35) school days from the terminal date of the informal discussions. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 75 school days

Step III Grievance Committee

1. A party to the grievance who is dissatisfied with the decision of the Provost or President and who desires the chairperson of the Academic Senate to convene the Grievance Committee, must give the chairperson, for delivery to the Grievance Committee, a written complaint explaining specifically why the decision is believed to be erroneous, and request consideration by the Grievance Committee. The complaint and request must be received by the chairperson of the Academic Senate within fifteen (15) school days after the decision by the Provost or President. The chairperson of the Academic Senate will insure that the committee be constituted within ten (10) school days from receipt of the request. See section 2.16.2(4) for the requirements of written notification.
 - i. If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the committee is operative within ten (10) school days from assignment to the committee.

2. The Grievance Committee:
 - a. Shall ascertain that Steps I and II were unsuccessful in bringing about a settlement;
 - b. May at any time during the process:
 - i. Confer with any members of the College community appropriate to the case. Any person serving as a conferee serves without prejudice or fear of reprisal.
 - ii. Decline to review the case for jurisdictional reasons or because the grievance has become moot and shall submit a written report of the reason for refusal.
 - iii. Engage in additional fact-finding, suggest policy changes, and decide what redress, if any, is due to the grievant.
 - c. Shall render a decision in the case by means of a majority vote.
 - d. Shall preserve the confidentiality of the proceedings. Meetings are not public.
 - e. Shall deliver to the Office of the President the records of the Grievance Committee and all related documentation. These records will be kept in a confidential file in the Office of the President, separate from any personnel files.
3. The Grievance Committee must notify the parties of its decision within thirty (30) school days from the constitution of the Committee.

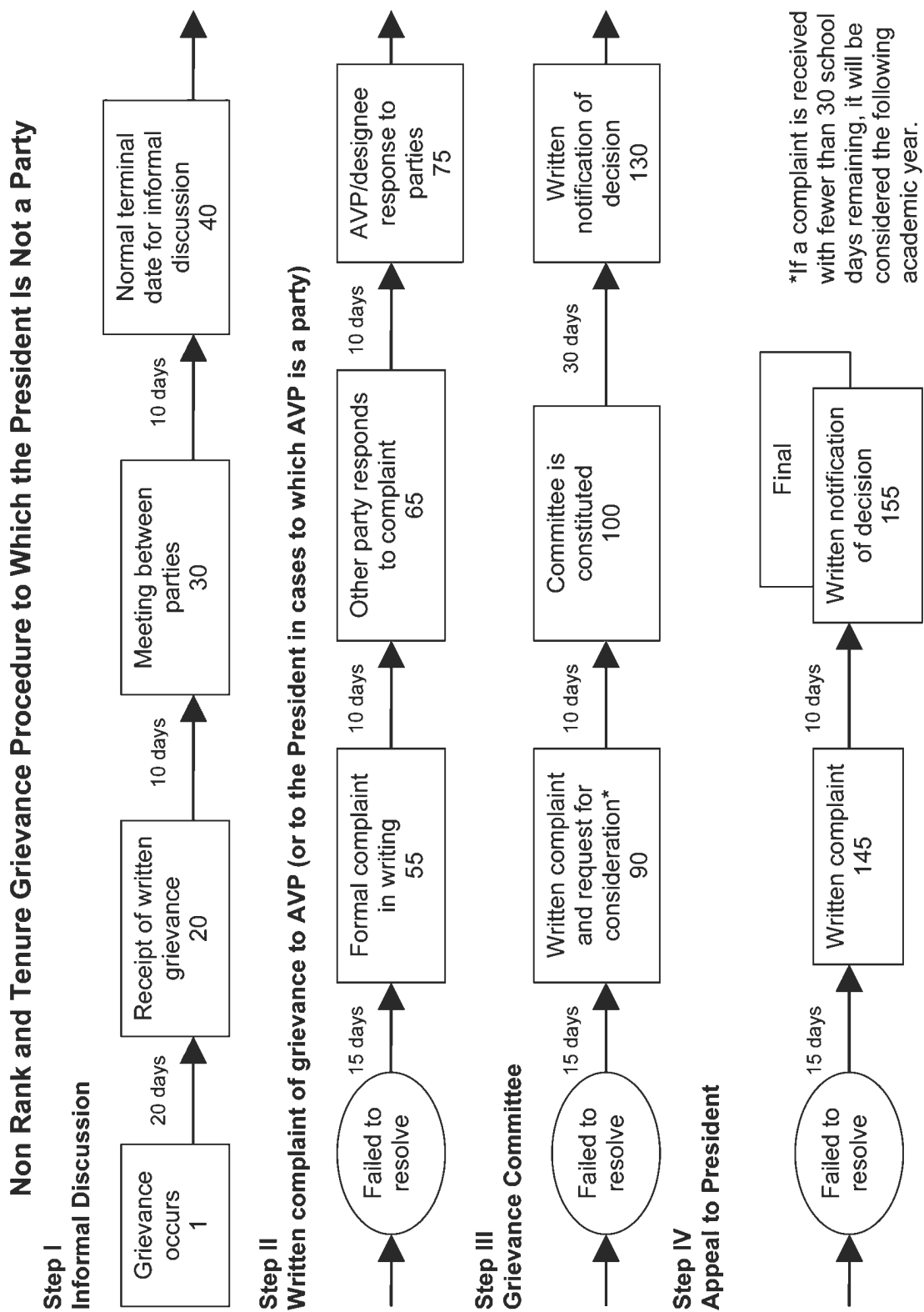
Maximum time line since grievance occurred: 130 school days

Step IV Appeal to President

1. A party dissatisfied with the decision rendered by the Grievance Committee may appeal to the President of the College. The party must submit a written complaint, specifying why the decision by the Grievance Committee is believed to be erroneous and the redress is being sought. The complaint must be received within fifteen (15) school days of the decision by the Grievance Committee. See section 2.16.2(4) for the requirements of written notification.
2. The President will have ten (10) school days to render a final decision on the case. A copy of the decision shall be distributed to both parties. The President's decision shall be final.

Maximum time line since grievance occurred: 155 school days

(Figure 3)



2.16.4.2

Grievances To Which the President Is a Party That Allege Errors in Policy Not Involving the Rank and Tenure Review Process, Errors in Carrying Out Policies or Procedures Not Involving the Rank and Tenure Review Process, Violations of Academic Freedom Not Involving the Rank and Tenure Review Process, or Inadequate Consideration and/or Violation of Academic Freedom in Reappointment Recommendations and/or Decisions Not Involving the Rank and Tenure Review Process.

See Figure 4 for a time line of this section.

1. If the faculty member desires to file a grievance under section 2.16.4.2, he/she shall within twenty (20) school days of the alleged error submit a written petition to the President stating the grounds upon which the faculty member bases his/her grievance and the redress sought.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Step I Informal Discussion

1. Following receipt of the written notification, the President shall call for a meeting between the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by either party should the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2(6).

Maximum time line since grievance occurred: 40 school days

Step II Appeal to the Board of Trustees

1. If no resolution occurs at Step I, the Faculty member may appeal to the Board of Trustees or to a committee thereof created at the discretion of the chairperson of the

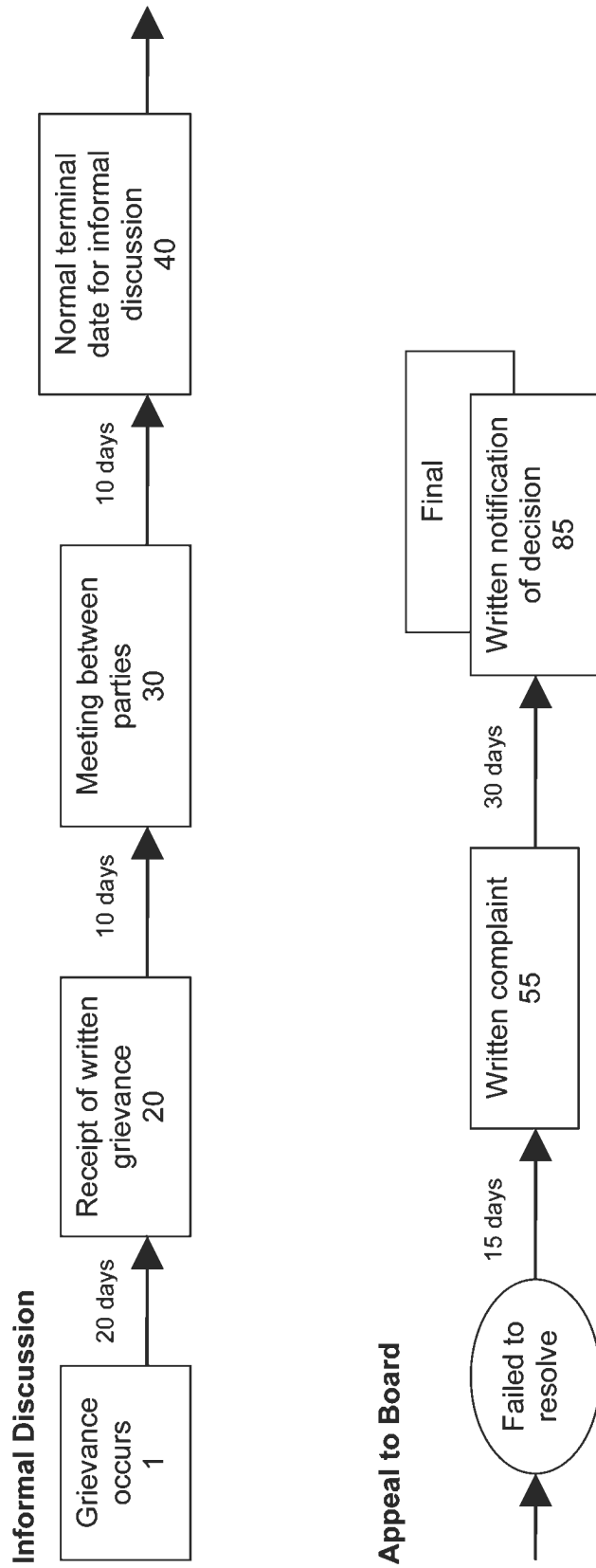
Board. The party must submit to the chairperson of the Board of Trustees a written complaint and the redress sought. The chairperson of the Board of Trustees will forward a copy of the written complaint and the redress sought to the President. The complaint and the redress sought must be received within fifteen (15) school days of the end of Step I. See section 2.16.2(4) for the requirements of written notification.

2. The Board of Trustees or a committee thereof created at the discretion of the chairperson of the Board will have thirty (30) school days for deliberation and to render a final decision on the case. A copy of the decision shall be distributed to both parties.

Maximum time line since grievance occurred: 85 school days

(Figure 4)

Non Rank and Tenure Grievance Procedure Where the President Is a Party



2.16.5.1 Grievance In Case of Alleged Harassment (Other than Sexual) or Discrimination on the Basis of Race, Color, Ancestry, Religion, National Origin, Gender, Age (40 Years or Older), Marital Status, Sexual Orientation, Medical Condition or Physical or Mental Disability³

See Figure 5 for a time line of this section.

1. A written petition alleging harassment (other than sexual) or discrimination on the basis of race, color, ancestry, religion, national origin, gender, age, marital status, sexual orientation, medical condition or physical or mental disability shall be sent to the chairperson of the Equal Employment Opportunity Compliance Committee within twenty (20) school days of the alleged event. See section 1.7.2.2 for a complete description of the Equal Employment Opportunity Compliance Committee.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 20 school days

Step I Informal Process

1. Following receipt of the written grievance the chairperson of the Equal Employment Opportunity Compliance Committee shall call for a meeting between the chairperson and the grievant to take place not later than ten (10) school days after the written notice is received.
2. Resolution of the grievance through informal dialogue and mediation is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. At the initial meeting with the grievant, the chairperson of the Equal Employment Opportunity Compliance Committee will determine if preliminary means of resolution have been attempted. If appropriate, the chairperson will attempt further preliminary means of resolution.
4. No further action on the complaint will be taken unless such preliminary means of resolution have been attempted.
5. If the matter is settled at this point, a written memorandum of the complaint and resolution of the parties involved will be prepared by the chairperson of the Equal Employment Opportunity Compliance Committee. Copies of the memorandum will be sent to the parties involved. The original will be retained in a separate file in the Human Resources office.
6. The informal process may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion with the chairperson

³ When an employee or student has a complaint alleging conduct that may constitute sexual harassment involving an employee, that complaint should be referred directly and promptly to the Director of Human Resources, who serves as the chair of the Equal Employment Opportunity Compliance Committee.

of the Equal Employment Opportunity Compliance Committee, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2.6.

Maximum time line since grievance occurred: 40 school days

Step II Written Complaint of Grievance

If no resolution occurs at Step I, the grievant may within fifteen (15) school days of the terminal date of the informal discussion appeal to the Equal Employment Opportunity Compliance Committee by submitting a written complaint which specifies the alleged offense and the individual(s) against whom the complaint is lodged. The complaint is submitted to the chairperson of the Equal Employment Opportunity Compliance Committee. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 55 school days

Step III Equal Employment Opportunity Compliance Committee Procedure

1. The chairperson of the Equal Employment Opportunity Compliance Committee will insure that the Equal Employment Opportunity Compliance Committee is operational within ten (10) school days from the receipt of the written complaint. Further, the decision of the committee must be rendered within thirty (30) school days from the constitution of the committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Equal Employment Opportunity Compliance Committee shall assign it to the Equal Employment Opportunity Compliance Committee within twenty (20) school days after the commencement of the next academic year.

Maximum time line since grievance occurred: 65 school days

2. The Equal Employment Opportunity Compliance Committee:
 - a. Shall ascertain that Step I was unsuccessful in bringing about a settlement.
 - b. Must undertake a thorough and prompt investigation of the grievance by conducting interviews, reviewing written materials provided by or requested from the parties or other persons having personal knowledge regarding the allegations of the complaint, by meeting witnesses, or, at its discretion, by other means of investigation that help to inform the Committee. It is not required that the Committee conduct a hearing. However, if the Committee decides to conduct a hearing, then the parties involved shall be consulted regarding a suitable time and place for any hearing. The complainant(s) and the person(s) accused shall have the right to be heard. The Committee shall have the right to request witnesses to appear and to hear their testimony. Lawyers are not permitted to appear at or participate in the hearing.
 - c. Shall render a decision in the case by means of a majority vote even if the individual(s) against whom the complaint is made refuses to appear or present a defense. The decision may include:

- i. dismissal of the grievance;
 - ii. a declaration which states the rights of each party;
 - iii. a call upon appropriate authority to impose sanctions;
 - iv. other appropriate action based on the circumstances presented.
- d. Shall preserve the confidentiality of the proceedings. Meetings are not public.
- e. The record of the Committee hearings and all related documentation will be kept in a confidential file in the Human Resources office. These records will be kept separate from any personnel files.
- f. The chairperson of the Equal Employment Opportunity Compliance Committee must notify the grievant, the individual(s) against whom the complaint was brought, and the President of the College of the Committee's resolution within thirty (30) school days from the first operation of the Committee. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 95 school days

- g. In the case of recommended sanctions, a copy of the Committee's decision will be delivered to the person or authority who is to impose the sanctions and a copy will be placed in the personnel files in the Human Resources office of the individual(s) against whom the complaint was lodged. The person or authority who is to impose the sanctions shall within thirty (30) school days of receiving the recommendation make a written report to the chairperson of the Equal Employment Opportunity Compliance Committee.

Step IV Appeal to the President

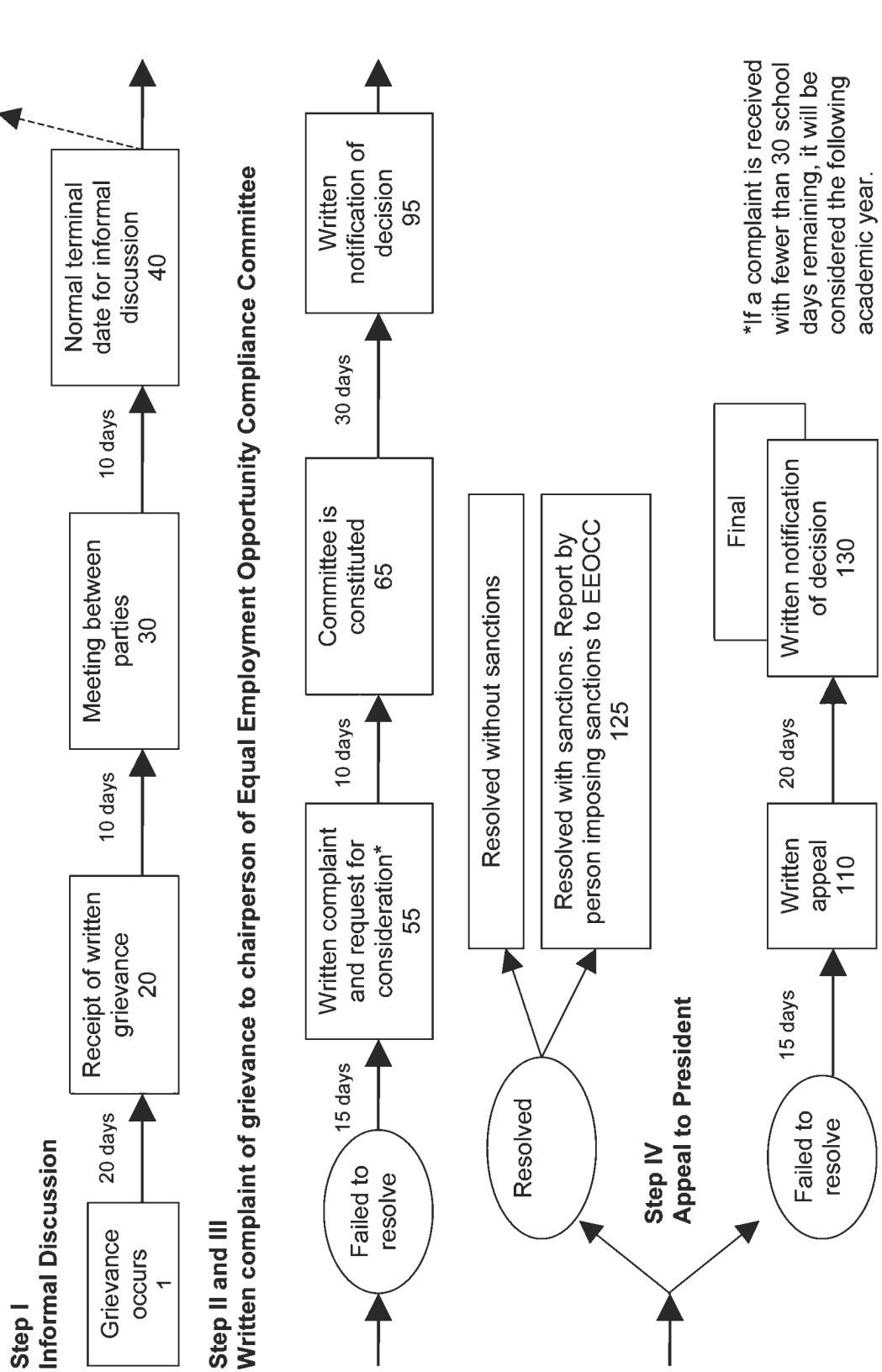
1. A grievant or the individual(s) against whom the complaint was lodged is dissatisfied with the decision rendered by the Equal Employment Opportunity Compliance Committee may appeal to the President of the College. The party must submit a written complaint, specifying why the decision by the Equal Employment Opportunity Compliance Committee is believed to be erroneous and the redress sought. The complaint must be received within fifteen (15) school days of the decision by the Equal Employment Opportunity Compliance Committee. See section 2.16.2(4) for the requirements of written notification.
2. The President will have twenty (20) school days to render a final decision on the case. A copy of the decision shall be distributed to both parties and to the chairperson of the Equal Employment Opportunity Compliance Committee. The President's decision shall be final.

Maximum time line since grievance occurred, in event of sanctions: 125 school days.

Maximum time line since grievance occurred, in event of Appeal to President: 130 school days.

(Figure 5)

Equal Employment Opportunity Grievance Procedure



3. ACADEMIC POLICIES AND SERVICES

3.1 CLASSROOM POLICIES

3.1.1 ACADEMIC HONESTY POLICY, VIOLATIONS, PROCEDURES, AND PENALTIES

3.1.1.1 Academic Honesty

Saint Mary's College expects every member of its academic community to promote and abide by ethical standards, both in conduct and exercise of responsibility toward other members of the community. Absolute honesty must be adhered to at all times if the integrity of scholarship and the reputation of the College are to be maintained. Academic dishonesty is a serious offense at the College because it undermines the bonds of trust and honesty between members of the community and defrauds those who may eventually depend upon the community's integrity and knowledge.

Any work that a student undertakes as part of progress toward a degree or certification must be the student's own, unless the relevant instructor specifies otherwise. That work may include examinations, whether oral or written, oral presentations, homework, laboratory exercises, papers, reports, and other written assignments. Whenever possible, an instructor should specify the rules that students are to follow in completing these assignments. In written work other than examinations, a student must clearly indicate the sources of information, ideas, opinions, and quotations that are not his or her own.

Academic dishonesty as identified below is clearly distinguished from the free discussion and interchange of ideas among students and faculty, one of the most important benefits of academic life. The College encourages such discussions and interchanges in every possible way.

For the 2004-2005 academic year, see the Student Handbook section (pp. 20-26) on the Academic Honor Code. The pledge, principles of action, violations, sanctions, and procedures prescribed under that Code spelled out there supercede the material on academic honesty in the previous Faculty Handbook and will be followed during the 2004-2005 academic year while Senate approves appropriate revisions for inclusion in the Faculty Handbook for 2005-2006. All Saint Mary's College students, faculty, and staff are bound by the Academic Honor Code beginning August 30, 2004.

Note: Disciplinary action taken under the Academic Honor Code procedure is independent of the awarding of grades (an academic matter), and provisions of this procedure cannot be used for changing awarded grades.

3.1.2 DEFINITION OF LETTER GRADES

The College defines letter grades as follows: A, excellent; B, very good; C, satisfactory; D, barely passing; F, failing. The average grade should be in the C range (1.5 to 2.5) and, while it is recognized that there may be significant variations in student ability and performance from class to class, department chairpersons should discuss grading practices with faculty who have a consistent pattern of deviation from the C range.

3.1.3 FINAL EXAMINATIONS AND PAPERS

Final examination week is part of the 15-week academic term. Faculty may not require of students the completion of final examinations, final papers or projects in lieu of examinations, at any time through the last day of regularly scheduled classes, i.e., no such final requirements (exams, papers or projects) may be imposed before the end of the last regular class meeting of the term. During final exam week, students may not be required to submit final papers, projects, or take-home exams before the time at which the class's final exam would have been given according to the posted schedule, nor should these materials be submitted after that scheduled time has passed. Faculty who do not conduct final exams are expected to use the scheduled time for a final class meeting. Department chairpersons have the responsibility to see that the above policy is maintained. Copies of final examination questions should be given to the chairperson for departmental files. Final examination papers or term papers given in lieu of final examinations may be returned to the student or should be kept on file by the instructor for at least one year. Both final examinations and term papers are the property of the College.

3.1.4 MEETING CLASSES

Faculty are expected to meet their classes as scheduled or to notify the Dean of the School and their department chairperson in case of sickness or other reasons for absence. It is the responsibility of the faculty to work with the chair in ensuring that their classes are covered by colleagues if they are absent one or more consecutive class periods. In the case of multiple absences, the chair will inform the Dean of the School.

3.1.5 ORDER IN THE CLASSROOM

It is the faculty member's responsibility to create and maintain in his/her classroom an atmosphere conducive to serious academic pursuits. Hence, he/she may establish non-discriminatory norms for classes that further these goals. The Vice Provost for Student Life should be consulted in cases of serious disciplinary problems in student conduct.

3.1.6 CLASS ATTENDANCE (STUDENTS)

Regular class attendance is an important obligation and an essential condition for successful academic progress. Absences may seriously jeopardize the satisfactory completion of a course. Excessive absence can be a cause for dismissal from the College. Faculty are responsible for establishing and communicating the attendance policy for a given course. Students are responsible for all assignments in each of their courses, whether or not the assignments were announced during an absence. Penalties for absences depend upon the nature and the amount of work missed, of which the faculty member is the sole judge. It is not permissible to miss regularly-scheduled classes for the purpose of intercollegiate athletic practice. A student who misses the first session of a course, even if he/she is preregistered, may have his/her place in that course given away and be denied further attendance in that course.

3.1.6.1 ATTENDANCE POLICY: STUDENT ATHLETES

Student-athletes will not miss class for practice. Student-athletes, in the season in which their sport has scheduled intercollegiate competitions, will not be penalized for missing class

because of representing the College in those competitions – so long as the student’s absence from the class for the purpose of intercollegiate athletic competition does not exceed:

- 4 classes on the MWF schedule (fall and spring terms)
- 3 classes on the T/Th schedule (fall and spring terms)
- 2 classes during a traditional January Term course
- 1 class per term (fall and spring) for labs and courses that meet once per week

3.1.7 HOMEWORK REQUIREMENTS

A minimum of two hours of out-of-class preparation is expected of all students for each hour in class.

3.2 REGISTRARIAL POLICIES

3.2.1 TRADITIONAL UNDERGRADUATE ACADEMIC CALENDAR

For the traditional undergraduate programs, classes for the fall term customarily begin on the Monday before Labor Day. The fall term runs for fifteen weeks, including a final examination week. The third (or fourth) Friday in October and Thanksgiving recess (Thursday and Friday) are holidays in the fall. Registration for the January term is customarily the first Monday after January 1. Classes for the January term begin on registration day and continue for four weeks. After a one-week break, the spring term commences (i.e., five weeks after the start of the January term), and classes begin on Monday. The term lasts for fifteen weeks, including a final examination week, the only holidays being the week preceding Easter through Easter Monday. The spring term ends after Commencement exercises take place.

The process for setting the academic calendar for the traditional undergraduate programs is as follows: Three years in advance, the Dean for Academic Development constructs an academic calendar using the above guidelines. The calendar is reviewed and approved in sequence by the Educational Policies Board, the Provost’s Academic Council of Deans, and the Academic Senate, each body ensuring that the calendar is guided by academic principles and processes (e.g., concern for loss of Monday classes due to holidays).

3.2.2 SUBMISSION OF GRADES

All faculty are required to submit mid-term grades (when applicable) and final grades. Grade-reporting forms are available in the Registrar’s office at the beginning of mid-term and final examination periods. Faculty are expected to submit grades by the deadline set by the Registrar. Since mid-term grades serve as a progress report (and do not appear on the student’s permanent record), instructors are expected to utilize the code numbers with unsatisfactory grades (D, F) as an indication to the student of specific deficiencies. The Registrar’s office advises the Dean of the School when grades are not submitted at the mid-term period.

3.2.2.1 Grade Changes

The policies on assigning an I grade (Incomplete) and on grade changes are specified in the College *Catalog*. Petition forms for the above are available in the Registrar’s office and are subject to approval by the Registrar.

3.2.3

TRADITIONAL FINAL EXAMINATION SCHEDULING

In order to reduce the possibility of a student's having several hours of examination on the same day, faculty are required to conduct such examinations in accordance with the following schedule of final exam week.

TRADITIONAL UNDERGRADUATE FINAL EXAMINATION SCHEDULE
EXAMINATION DAYS: MONDAY, TUESDAY, WEDNESDAY, THURSDAY

REGULAR CLASS SCHEDULE		FINAL EXAMINATION	
DAYS	BEGINNING TIME	DAY	TIME
M W F	8:00 am	W	1:00 pm-3:00 pm
M W F	9:10 am	T	1:00 pm-3:00 pm
M W F	10:20 am	M	10:30 am-12:30 pm
M W F	11:30 am	M	8:00 am-10:00 am
M W F	12:40 pm	W	10:30 am-12:30 pm
M W F or M W	1:50 pm	Th	8:00 am-10:00am
M W F or M W	between 3:00 pm and 5:00pm	Th	1:00 pm-3:00 pm
M W F or M W	6:00 pm or later	M	Class time
T Th	8:00 am	T	8:00 am-10:00 am
T Th	9:40 am	M	1:00 pm-3:00 pm
T Th	11:20 am	T	10:30 am-12:30 pm
T Th	1:10 pm	W	8:00 am-10:00 am
T Th	between 2:50 pm and 5:00 pm	Th	10:30 am-12:30 pm
T Th	6:00 pm or later	T	Class time

Late afternoon and evening classes will have their examinations during final exam week, either at the regular class time or at a time arranged by the instructor with the students. Four or five days a week classes will have their examinations at the time scheduled for MWF classes.

Faculty members with multiple sections of the same course may request a single examination time from the Registrar's office.

3.2.4

CLASS SCHEDULE CHANGES

Faculty must advise the Registrar immediately if they make any change in their class scheduling (time or location). It is essential, in case of emergency, that the Registrar and other College offices be able to locate a student or faculty member quickly. Classroom assignments are registered on a master list and are printed on each student's schedule. When a classroom location is changed or there is a change in the hours the class is taught, unless the Registrar is notified, it becomes difficult to locate the faculty member or student in case of emergency.

3.3 ACADEMIC RESOURCES

3.3.1 LIBRARY

Saint Albert Hall, named for the 13th-century philosopher and theologian, houses the collections, services, and technologies which make up the library. Print, audio, film, and electronic titles are selected and organized to support the undergraduate and graduate curriculum. The print collection includes over 196,000 volumes and 6,000 non-print items (microforms, maps, video recordings, CD-ROM/multimedia titles). Electronic information resources are described in detail below.

Access to text, images, and data on the Internet is enhanced by the library's Website (<http://library.stmarys-ca.edu>). The reference collection is designed to provide primary information, as well as links to other library resources in the Bay Area and beyond. The library also houses the College Archives, The Library for Lasallian Studies, and a special collection on Cardinal Newman and His Times.

Spaces for reading and study, group and individual, as well as for interactive collaboration, are provided. Reference librarians are available on a regular schedule and for extended assistance by appointment.

3.3.1.1 Instructional Services

Librarians provide instruction to students and faculty in the effective access, use and evaluation of a variety of library and worldwide information resources, which include traditional print sources, CD-ROM databases, networked electronic resources, and the Internet.

In addition to the basic-level library instruction sessions given to all students in the English Composition program and for the School of Extended Education, librarians develop in consultation with faculty, specialized and advanced library sessions and/or assignments that support course objectives and curriculum requirements.

Instruction librarians also offer a series of Internet/WWW workshops which educate about the organization and evaluation of resources found on the Internet, including browsers, search tools, and retrieval options. Contact the Coordinator of Instructional Services or the librarian subject selector for indicated department.

3.3.1.2 Faculty Research Assistance

In addition to regularly scheduled reference/information assistance provided at the Library's Reference Desk, extended research assistance is also available. For some more specialized research needs, librarians will conduct searches in electronic databases that are not available for public use. Contact the librarian subject selector for indicated department or the Coordinator of Reference Services.

3.3.1.3 Electronic Information Resources

The Library's electronic information resources include the online catalog ALBERT, periodical indexes, digital full-text library resources, and the College's academic WWW service. These resources are available via Library workstations in St. Albert Hall and computer labs on campus. Faculty with computers connected to the academic network or

modems can use the Library's electronic information resources from office or home as well. Contact Computer and Technology Services (CaTS) regarding accounts and required software to connect remotely.

The ALBERT online catalog includes records for about half of the books in the library (those acquired or circulated since 1983), and records for periodical titles, videos, compact discs (CDs), and CD-ROMs. Electronic periodical indexes available on the campus network include two indexes with full text of about half of the articles indexed: Expanded Academic ASAP (general and scholarly periodicals), and ABI Inform (economics, finance, and management). Other electronic indexes on the network include Medline, HealthStar (biomedical, nursing, and health administration), ERIC (education and counseling), and PsycInfo (psychology). Workstations available in St. Albert Hall give access to additional specialized databases for Chemistry, Religion, Mathematics, Modern Languages, national and international trade, and newspaper articles, as well as Books in Print. The academic WWW service SMC (<http://SMC.stmarys-ca.edu>) includes faculty profiles, descriptions of courses and programs of study, and Library, Media, and Hearst Art Gallery resources. It offers access to Internet resources for study and research selected and organized by discipline. The Library is associated with the Research Libraries Information Network (RLIN) and with the Online Computer Library Center (OCLC). These services enable librarians to locate books throughout the world. The Library subscribes to the DIALOG Information Service, giving access to over 450 specialized databases, including full-text and statistical databases, as well as bibliographic citations.

3.3.1.4 Access to Other Libraries

Full-time faculty are entitled to library privileges at UC Berkeley, the Graduate Theological Union (GTU) in Berkeley, and the John F. Kennedy University Library in Pleasant Hill. In all instances, faculty must present proof of full-time status and current employment by the College (generally a letter certifying full-time employment at Saint Mary's College) and photo-I.D. In addition, libraries at state-funded institutions, including the California State Universities, University of California campuses, and community colleges, generally provide public in-house access to their collections. Contact the Access Services Librarian for more information.

3.3.1.5 Interlibrary Borrowing/Document Retrieval

Books and articles needed for faculty research or instructional purposes which are not available in the Saint Mary's Library may be requested from other libraries through the Interlibrary Borrowing service. There is no charge to faculty for this service. Most material is received in approximately three to four days.

3.3.1.6 Faculty Photocopying

Current Saint Mary's faculty, or a designated assistant, may use the faculty copy card to make a copy of non-circulating library material, such as a page or chapter from a reference book or a journal article. This card can be requested at the Circulation Desk. Multiple copies of material for the classroom or to place on Reserve may be duplicated at the campus Duplicating Center.

3.3.1.7 Circulation Policies

Books may be borrowed by a faculty member for a semester, subject to recall if needed by another Saint Mary's borrower. Faculty may renew material twice, either in person, by phone, or by computer using ALBERT, the Library's online catalog and circulation system.

When material is overdue, faculty will receive a courtesy reminder. If not renewed or returned, the books will be considered lost and faculty will be billed for a replacement.

3.3.1.8 Reserve Service

Upon request by faculty, Circulation staff will place on Reserve course material for classes. Placing items on Reserve ensures that students will have equal access to this material. The Reserves Collection, which can be accessed in ALBERT, is located at the Circulation Desk and is available during the hours the Library is open. For details about processing time, copyright restrictions, and loan periods, refer to the Library's "Reserve Services Guide."

3.3.1.9 Library Exhibits

The scheduling of Library exhibits is coordinated by the Director of the Hearst Art Gallery. Faculty members interested in arranging for an exhibit should fill out the "Proposal for Library Exhibit" form available at the front desk of either the Library or the Gallery as far in advance as possible.

3.3.2 MEDIA SERVICES

3.3.2.1 Instructional Media Services

Instructional Media Services provides expertise, facilities, collections, and services to support the audio-visual and multimedia instructional needs of students and faculty. Media Services maintains instructional media equipment in classrooms and delivers equipment to classrooms and other campus locations as needed. For descriptions of available equipment and services, see the Media Services section of SMCnet.

3.3.2.2 Media Center

Listening and viewing equipment and multimedia workstations are provided in the Media Center for student and faculty use. The Media Center, located on the second floor of the Library, houses a collection of over 2000 video cassettes and DVDs. These include film classics in the Byron Bryant collection and instructional programs supporting the Saint Mary's curriculum. The collection also includes audio cassette tapes, CDs (primarily classical music), and multimedia CD-ROMs. Titles in the collection may be found via the ALBERT online catalog.

In addition to individual viewing stations, the Media Center includes two group-viewing rooms: the Byron Bryant Room and the Wildenradt Theater. The Byron Bryant Room is equipped with a large-screen monitor and may be reserved for groups of up to 8 persons. The Wildenradt Theater seats up to 30 people and is equipped as a media classroom with multimedia computer, video/data projector, and stereo sound system. The Wildenradt Theater may be reserved in advance.

Subject to copyright restrictions, faculty may place personal copies of tapes and discs on reserve for student viewing and listening in the Media Center. Tapes and discs may be checked out by faculty for classroom use. The Media Center offers duplication of course-related audiocassette tapes that are not copyrighted.

3.3.2.3 Faculty Instructional Media Support Services

Facilities and support for instructional media development for faculty are available via the Media Center. Resources include facilities for making overhead transparencies and 35mm slides, flatbed and slide scanning, OCR scanning of text, and creation of documents for the WWW in a variety of formats. For additional information see or to schedule a consultation session, contact the Head of Media Services and Library Systems.

3.3.3 HEARST ART GALLERY

The Hearst Art Gallery was built in 1977 with the help of a grant from the William Randolph Hearst Foundation. The 2,000-square-foot exhibition space includes the William Keith Room with a rotating selection from the College's collection of 150 paintings by this leading California artist of the end of the 19th century. The permanent collection of more than 2,000 objects includes landscapes of other American artists, art on Christian themes, Don Quixote illustrations, prints by William Hogarth and others, ethnographic art, and contemporary art. Each summer there is an exhibition of historic California art. There is a student art show each May and an Art department faculty show every four years.

The Gallery's education coordinator can arrange for tours of exhibitions customized to the subject matter and format of a particular academic course. The Gallery staff also works with faculty to develop educational events that will help relate exhibitions to their teaching. Classroom visits by Gallery staff and viewings of objects from storage can also be arranged.

The Hearst Art Gallery is open to the public Wednesday through Sunday from 11:00 to 4:30 during exhibitions. Tours can often be scheduled outside of regular hours. Further information about the Gallery is available through the Academic Resources Web site, <http://gallery.stmarys-ca.edu>.

3.4 **COMPUTER AND TECHNOLOGY SERVICES**

The use of the technology resources of the College is a privilege, subject to users following the terms of the Technology Use Policy (available on SMCNet and from CaTS). Computer and Technology Services is headed by the Chief Technology Officer, who reports to the Vice President for Administration/CFO under the guidance of the Technology Advisory Committee, chaired by the Provost.

3.4.1 FACULTY COMPUTING SUPPORT

Computer and Technology Services (CaTS) provides support for campus information technology. It furnishes hardware support, including recommendations, configuration and installation, problem diagnosis and limited service, and software support, including recommendations and installation, general trouble-shooting and ongoing training. CaTS also maintains several faculty resource facilities in various locations on campus offering computer services in support of the academic mission of the College. A *User's Guide* is available that lists use policy, lab hours, e-mail procedures, and other pertinent information. For further information contact CaTS.

3.4.2 SAINT ALBERT HALL ACADEMIC COMPUTER LABORATORY

The Saint Albert Hall Academic Computer Laboratory provides IBM and Macintosh workstations for use by registered Saint Mary's undergraduate and graduate students. The purpose of this laboratory is two-fold: to provide computer-based hardware and standard application software, e.g., Microsoft's WORD, EXCEL, and PowerPoint, for students to complete course work assigned by their instructors and, secondly, to make available to students computer-based tools to enhance research and scholarly endeavor via the Internet, WWW, and external databases. E-Mail is available in the Academic Computer Lab for student use in sending and receiving e-mail messages. There are also two computer classrooms in Garaventa Hall that are used after 5:00 PM for student computing. Garaventa 240 is equipped with PCs and Garaventa 250 is equipped with MacIntosh computers.

Laboratory monitors are on duty to ensure that workstations, printers, and network connections are functioning properly. In addition, lab monitors ensure that standard application software is working correctly and assist students if application commands do not function properly. Lab monitors are not expected to instruct students in the use of application software. The Academic Computer Lab's hours of operation are the same as those of the Library. As student need and classroom availability dictate, electronic classrooms in Garaventa Hall are opened and operated in a fashion similar to that observed by the Academic Computer Service Laboratory in the Library.

3.4.3 ELECTRONIC CLASSROOMS

CaTS supports several dedicated and networked classrooms on campus. These classrooms, located in Garaventa Hall, are available for scheduled classroom instruction. CaTS also supports wireless internet access in many other academic spaces on campus (e.g. Dante Hall, St. Albert Hall Library, etc.).

3.4.4 NETWORK SERVICES

CaTS provides support for academic network services. The campus Academic LAN consists of a high speed Ethernet backbone connected to file-server electronic communication devices that support the electronic classrooms in Garaventa, laboratories, faculty and staff offices, and the Saint Albert Hall Academic Computer Laboratory.

3.4.5 ELECTRONIC MAIL SERVICE

CaTS provides support for electronic mail service for both on-campus and off-campus dial-in use by faculty and students. Through registered network accounts, the Saint Mary's community has access to the campus inter-office network, as well as the global Internet electronic mail network through BBN-Planet, an international Internet Service Provider. Access is available from the Academic LAN directly or by dial-in to the LAN modem pool. There is no cost to individual members of the College community for this service. E-mail accounts are available through the CaTS Help Desk.

3.4.6 WORLD WIDE WEB AND INTERNET ACCESS

CaTS provides a high-speed connection to the Internet and the World Wide Web. This connection is available through the Academic LAN or by dial-in to the LAN modem pool. There is no cost to individual members of the College community for this service. CaTS

also maintains the College web site, www.stmarys-ca.edu, and an internal web site, SMCnet, used for information, discussion, and services of interest to the Saint Mary's College community.

3.4.7 USE OF COLLEGE TECHNOLOGY RESOURCES

The first section of the *CaTS User's Guide* contains the Code of Conduct for the use of computing facilities and services provided by Saint Mary's CaTS. Failure to adhere to the policies stated in that section may result in the loss of access to the Saint Mary's computing facilities or other disciplinary action. The *User's Guide* is available at the CaTS Help Desk in the Saint Albert Hall Academic Computer Laboratory, and on-line on SMCnet, under the Computer and Technology Services heading.

3.5 ADMINISTRATIVE SERVICES

School administrative assistants are responsible to the Deans of the Schools, who, along with department chairpersons, program directors, and faculty within the respective Schools, have priority in the use of their services.

The services of the administrative assistants are generally restricted to matters concerning the ordinary business of the College. Assistance is not provided for personal or private material or for material which does not concern the School or professional development.

Administrative assistants are available to faculty, department chairpersons, and program directors for such matters as preparation and distribution of correspondence, announcements, department/program brochures, course syllabi, course policy and procedure information, and examinations. Services are also available for the preparation of faculty development grant applications, sabbatical proposals and reports, letters of recommendation, manuscripts and papers accepted for oral presentation or written publication, etc. Other services may include the recording of department or program meeting minutes, or the coordination of such functions as meetings and various department/program events.

Final examination material to be typed must be submitted at least four working days prior to examination time. For other material, a minimum of three working days must be allowed for typing, although a longer time for completion should be expected on lengthy material.

3.6 STUDENT EMPLOYEES

Departmental budgets may include institutional funds to pay all of the salaries and/or Federal College Work-Study matching portion of the salaries for readers, assistants, tutors or other student employees. Details and regulations concerning advertising for, and hiring and payment of, student employees may be obtained from the Career Development Center.

4. ADMINISTRATIVE POLICIES

4.1 ADMINISTRATIVE POLICIES

4.1.1 ROOM RESERVATIONS

Reservation of campus facilities (with the exception of classrooms and athletic facilities) is done through the Events and Conferences department. Reservations must be done on an *Internal Facility Reservation Request* form available from that department or on SMCnet. There is a distinction between College-sponsored and College-hosted events:

Sponsored Events

Sponsored events are those which are part of the College program of studies and which involve an audience comprised of 75% Saint Mary's students, faculty and/or staff.

Hosted Events

Hosted events are those with which the College is associated or is collaborating but whose primary audience is not comprised of Saint Mary's students, faculty and/or staff. Hosted events must be clearly indicated as such, and requests for them must be submitted on a College memorandum (not an *Internal Facility Reservation Request* form). Hosted events are charged at one-half the current rates for the facilities used, and paperwork submitted must provide the name of an individual or organization to whom a regular *Facilities Use Contract* and request for insurance coverage may be mailed. Reservations should be made as early as possible to avoid conflicts and allow adequate time for publicity.

The reservation of classrooms is done through the Registrar's office. Guest speakers, special presentations, and combined classes must be scheduled in advance through the Events and Conferences department if the regularly assigned classroom cannot accommodate them. The use of the Soda Activity Center for regular classes is not permitted.

4.1.2 PETS

No pets are allowed on campus, other than guide dogs or service animals.

4.2 ADMINISTRATIVE SERVICES

4.2.1 DUPLICATING SERVICE

The Saint Mary's Print Shop (Duplicating Center) is located adjacent to the Service Center. Included among the services provided by the shop are printing, copying, collating, folding, stapling, hole punching, binding, and other related work. Envelopes, stationery, and carbon-less forms can also be done. The shop is open not only to the College personnel and students but to the general public as well. A copier which can reduce and collate is available for general public use.

4.2.2 OUTGOING U.S. MAIL SERVICE

Daily pickups from campus offices are made at 9:00 AM and 2:00 PM. Any other outgoing mail must be delivered to the Campus Mail Distribution Center located in the Post Office

building (adjacent to LeFevre Theatre), no later than 4:00 PM to be processed the same day. All outgoing mail must be accompanied by billing slips and metering instructions, which are available upon request. Each office is responsible for separating mail by category (local, foreign, etc.). The mail room provides labels to identify the top envelope of bulk mailing. All envelopes to be sealed should have flaps up to be run through the postage machine. Like-sized pieces should be bundled. Mail room personnel should be alerted for an early pick-up and processing of more than 100 pieces by any single department. For further information, contact the Campus Mail Distribution Center.

4.2.2.1 Campus Mailboxes (Faculty and Administration)

The Campus Mail Distribution Center is located in the U. S. Post Office building (near LeFevre Theater). Mailboxes for faculty and administrative staff are centralized here and can be accessed 24 hours a day. Any material which needs to be distributed to the mailboxes can be left in two drop boxes located in the Center. The mailboxes assigned to faculty and staff are locked. Individuals may obtain their mailbox keys at the customer service window in the Center for retrieval of their mail. Keys must be returned to the Center if the individual ceases to be employed at the College. For further information contact the Campus Mail Distribution Center.

4.2.3 INFORMATION OFFICE

The Information office (switchboard), located in Filippi Hall, has addresses and phone numbers for faculty and students. The Registrar's office has this information for all students. At present, there is no procedure to send written material to an on-campus student other than by U.S. mail or by delivering it to his/her room.

4.2.4 PAYROLL OFFICE

The Saint Mary's College Payroll office is located on the first floor of Filippi Hall. Any payment for services rendered either by a student, faculty member or administrative staff is paid through this department. Payday is on the 15th and the last day of the month. All timesheet reporting is due in this office by the 5th and/or the 20th of each month. Paychecks are distributed through interdepartmental mailbox routing for administrative staff. Full-time faculty and most part-time faculty's checks are delivered to their on-campus mailboxes. Student paychecks and all other incidental payments are mailed the day before payday via the U.S. Postal Service. Direct deposit is available.

4.2.5 TELEPHONE CALLS

The Saint Mary's College telephone number is (925) 631-4000. College telephones are provided for College business only. While reasonable use of College telephones for personal use is permitted, excessive or abusive use is prohibited. Moreover, all long-distance calls must be billed to the faculty member's personal account as described below. Questions about telephone service should be directed to the Telephone Services Manager.

Faculty who wish to reach students in the residence halls should dial the student's four-digit campus telephone number. In addition to on-campus calls, faculty office phones may be used to make off-campus calls within Area Code 925. (Dial 9 plus number.)

For all calls off-campus dial 9 for local or 9+1+Area Code+7-digit number for long distance. For credit card, collect or third-party calls, call 9+0+Area Code+7-digit number.

Coin telephones are also available for making personal calls. Faculty should advise persons who call them to dial their number directly by using the prefix 631 plus their extension.

Individual Voice Mail is provided to all faculty and staff, even when a phone is shared. Voice Mail must be set up by the user initially in order to function correctly. Instructions in the set-up and use of Voice Mail are available from the office of Telephone Services and on-line on SMCnet, under the Telephone Services heading.

4.2.6 FACSIMILE TRANSMISSION

Faculty who wish to send or receive a document via facsimile should refer to the campus telephone directory for a list of current office FAX numbers.

4.2.7 MAINTENANCE AND JANITORIAL SERVICE

Requests for service and information regarding scheduling of any janitorial, grounds, and/or building maintenance services should be directed to the Physical Plant office. This includes requests for cleaning, moving, set-ups, or ground use, as well as repairs or installation of any equipment or services. Requests for remodeling, renovations, or new construction must be accompanied by a Project Request form available in the Physical Plant office. To facilitate scheduling, it is necessary to complete a Saint Mary's College Work Order Request and submit it to the Physical Plant office. After 3:30 PM, emergency service may be requested through Public Safety.

4.2.8 LOST AND FOUND

The College's Lost and Found department is located at the Campus Security office. Inquiries may also be made at the main entrance gate.

4.2.9 INFORMATIONAL SERVICES

4.2.9.1 Events and Conferences Weekly Calendar/Master Events Calendar

The *Events and Conferences Weekly Calendar* is a published listing of events and activities to be held during a given week at the College. It is distributed on Friday afternoon to critical campus offices (i.e., Public Safety, Residence Life, Buildings and Grounds) for the following week (Monday-Sunday).

The *Master Events Calendar*, available on the College Web site or on SMCnet (Calendars and Events) can be used as a guide for scheduling events and speakers in such a way as to keep events from competing for audiences and parking spaces, and to help maintain a manageable traffic flow. Information to be included on this listing should be submitted via the "Internal Facility Reservation Form" at least two weeks in advance. No events should be planned or booked prior to receiving written confirmation from the Events and Conferences department.

4.2.9.2 Update

Update, the College's official publication, is produced by the Publications Office. It is published three times a year for the alumni, parents and friends of the College. Faculty members are encouraged to contribute to *Update*.

4.2.9.3

SMC Online Magazine

SMC Online Magazine is the College's electronic publication for the entire Saint Mary's community, as well as for alumni, parents, friends, current and prospective students. *SMC Online Magazine* is published monthly by the Publications Office. Submit items, via e-mail, to the managing editor, (cmicco@stmarys-ca.edu), a week prior to the publication date.

4.3 ADMINISTRATIVE FACILITIES

4.3.1 CAMPUS MINISTRY

Campus Ministry nurtures the spiritual life of the Saint Mary's College community. It works with students, faculty, and staff in the Lasallian spirit of collaboration to celebrate and live the message of the Gospel through liturgical functions, retreat and other spiritual activities, social justice and service opportunities and social, faith, and Sacramental programs. Individual spiritual counseling and reconciliation are available by appointment. Daily masses and prayer services are conducted throughout the academic year as well as a number of retreats, workshops and lecture series. The weekly bulletin distributed at Sunday mass provides an ongoing listing of relevant services and events. To learn about the various programs and events or to speak with a Campus Minister about personal concerns, call to schedule an appointment or stop by the offices next to the Chapel.

4.3.2 STUDENT HEALTH AND WELLNESS CENTER

The Student Health and Wellness Center is located on the ground floor of Augustine Hall. The staff is not authorized to treat faculty or staff, except to administer care in the event of an emergency until further medical care can be arranged. The Center offers influenza vaccines to faculty and staff in the fall at no charge.

Information pertaining to health and wellness is displayed in the form of brochures and is available to those interested. The staff is also available to assist with referrals to off-campus medical support entities if needed.

All injuries must be reported to the Human Resources office. Except for emergency treatment, an authorization must be obtained before treatment can take place. The Human Resources office and the Workers Compensation carrier are the only ones who can authorize treatment. For emergency services call 911.

Employees are not allowed to transport injured workers. If the employee is unable to drive and if no near relative can be located, American Medical Response West Ambulance Company should be contacted at 1-800-540-3066.

4.3.3 COUNSELING CENTER

The Counseling Center's services include individual, couple, or group counseling, consultation and classroom presentation. Trained staff assist with personal problems, such as relationship issues, decision-making, sexuality issues, stress and anxiety, substance abuse and addiction, eating problems, self-esteem and motivation, depression, and peer and academic pressures. If faculty need guidance in identifying students who may benefit from counseling, a brochure, *Helping and Referring the Distressed Student*, is available at the Counseling Center, which is located on the ground floor of De La Salle Hall. The Center's summer services include consultation, training and referral only.

5. STUDENT AFFAIRS POLICIES OF INTEREST TO THE FACULTY

See *Student Handbook*, available in the Office of the Vice Provost for Student Life.

6. COMMUNICATIONS POLICIES OF INTEREST TO THE FACULTY

6.1 COLLEGE COMMUNICATIONS

6.1.1 OFFICE OF COLLEGE COMMUNICATIONS

The Office of College Communications has the responsibility for coordinating the overall marketing, community relations, media relations and public relations efforts for the College. The Director of College Communications oversees Creative Services, Community and Government Relations, as well as Media Relations. The Director of Media Relations cooperates with the Sports Information Director and other offices on campus, which have authorization to disseminate information to the media.

Media Relations writes and edits releases to the press, including newspapers, magazines, radio and television. The department has detailed media lists, as well as information on deadlines and formats. Individuals at the College who want news releases prepared must supply the department with adequate and accurate information and consult it on the proper method of submission of photographs to the media. Materials must be submitted to the Media Relations department as far in advance of an event as possible.

Media Relations must be informed of all speakers, visiting scholars, cultural events, and symposia planned for the campus. Inquiries on such events come to the department from the media and the public, whether or not publicity has been sent out, and the department must be kept up to date. Faculty and staff are urged to notify the Director of Media Relations of any and all events taking place on campus that they feel may warrant media exposure.

Since the College Communications office is responsible for media relations at Saint Mary's College, it is critical when outside news media are scheduled to visit the campus that the office be informed of their presence. Media Relations should be provided with the reporter's and/or photographer's name, the organization they represent and the purpose of their visit. This will enable Media Relations to represent the College in the best way possible, while also assisting the reporter and the interviewee with their media needs. Such information enables them to answer questions that may be directed to them.

The College Communications office and individuals charged by it and the College President are the only persons authorized to make public statements for the institution. No faculty member is permitted to make a public statement for the institution unless specifically authorized by one of these individuals. The reputation of Saint Mary's and the rights and privacy of its community members must always be respected. It is important that persons speaking on behalf of the College be consistent in the nature of their remarks. All institutional press releases involving the College must be reviewed in advance by Media Relations. All non-institutional press releases deemed to contain sensitive material which has

a bearing on the College's reputation must be reviewed directly by the Media Relations office before dissemination.

College Communications works with other departments across campus to plan marketing, public relations and promotional strategies, thus integrating efforts and creating an overall institutional strategy.

6.1.2 **POLICY ON ADVERTISING AND PUBLICATIONS**

Paid display advertising to be inserted with off-campus media can be processed through the College Communications office. Headlines, copy and graphics for advertising from all departments must reflect the College as an institution of significant academic standards: e.g., the quality of work and the amount of time required for degrees and certificates are consistent with traditional College standards and those of the Western Association of Schools and Colleges (WASC). The College's name should always appear in the first reference as Saint Mary's College of California. This applies to both paid advertising and news releases. All publications and paid advertising of Saint Mary's College must seek to embody the institution's inherent merits, e.g., its Catholic background, Lasallian tradition, and the tradition of the Christian Brothers, the liberal arts tradition, the College's academic reputation and location in the Bay Area, etc.

6.2 **SPEAKERS BUREAU**

Requests for speakers are frequently received by the Media Relations office. Faculty members interested in speaking may list their topics with the College Speakers Bureau organized by the office. Saint Mary's considers this an important service to the general public.

6.3 **POSTERS**

In order to prepare posters to publicize an event, the College Communications office must receive the request well before the date of posting. Contact the Director concerning time requirements for the preparation of posters.

6.4 **USE OF INSTITUTIONAL NAME, LETTERHEAD, ETC.**

A faculty member must have the express authority of the President or of the Vice President for College Communications before making a statement in the name of the College. However, this should not prevent faculty members from freely engaging in political or other activities, with the proviso that they "should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution" (See Academic Freedom and Responsibility, section 2.9.1.)

Use of College letterhead stationery is limited to official College business.

2004 FACULTY HANDBOOK INDEX

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* Indicates any revisions between 7/1/2000 and 7/1/2001

+ Indicates any revisions between 7/1/2001 and 7/1/2002

% Indicates any revisions between 7/1/2002 and 7/1/2003

^ Indicates any revisions between 7/1/2003 and 7/1/2004, except when the only changes are the changes in title from “Academic Vice President” to “Provost” , from “Student Affairs” to “Student Life”, and “Vice President of Student Affairs” to “Vice Provost of Student Life”, which have occurred throughout the text in this iteration.

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FACULTY HANDBOOK CHANGES: 2004 – 2005

1.3.4 THE OFFICERS OF THE COLLEGE

The Bylaws of Saint Mary's College of California (1998) specify several Officers of the College, and grant broad executive and administrative authority to the President of the College summarized as follows:

President of the College

The President shall be the chief executive officer . . .

The President may sign and execute . . .

The President shall be responsible for the College in all its departments. To assist him in management, he shall have the right to employ **the Provost and** one or more Vice Presidents, provided the office is approved by the Board of Trustees. The President shall have the discretion to prescribe the duties of the **Provost and the** Vice Presidents and other officers and employees of the College in a manner not inconsistent with the provisions of these Bylaws and the directions of the Board of Trustees.

The President shall report . . .

Provost and Vice Presidents

The **Provost and** Vice Presidents, whose offices must be approved by the Board of Trustees and who serve at the pleasure of the President, shall have such powers and perform such duties as may be prescribed for them from time to time by the President or pursuant to these Bylaws.

1.4.1 THE PRESIDENT

The President is appointed by the Provincial of the West Coast Province of the Brothers of the Christian Schools for a four-year term, renewable, and is responsible to the Board of Trustees. He is the chief executive and administrative officer of the College, and is vested with full and final authority in all matters pertaining to its government, educational programs, auxiliary services, and financial operations, within the limitations imposed by the approved policies of the Trustees, and the Charter and Bylaws of the College. He appoints the principal administrative officers of the College, and approves the appointment and retention of other administrative officers. He authorizes all faculty appointments, issues all contracts, and confers all promotions and tenure, informed by the recommendation of the **Provost** ~~Academic Vice President~~, who is advised by the appropriate academic officers and the Rank and Tenure Committee. He also approves all policies affecting non-academic personnel of the College. He is an ex-officio member of all College committees.

The administrative staff of the President consists of the **Provost and the Vice Provosts** ~~Vice Presidents~~ (Academic Affairs, Student **Life** ~~Affairs, Planning and Advancement,~~ Development, Administration and Chief Financial Officer, and Enrollment Services), **the Vice Presidents (Administration and Chief Financial Officer, Advancement and**

Planning, College Communications), the Executive Assistant to the President, and the General Counsel.

1.4.2 **PROVOST ACADEMIC VICE PRESIDENT**

The ~~Provost Academic Vice President~~ is appointed by the President as chief academic officer of the College for a term mutually agreed upon and is responsible to the President. As the administrative officer responsible for all academic affairs of the College (policies, personnel, programs, budgets), the ~~Provost Vice President~~ is vested with authority commensurate with such responsibility. The ~~Provost Vice President~~ recommends to the President the appointment, promotion, and retention of **Vice Provosts**, Deans, administrative staff, and all full-time faculty. The ~~Provost Academic Vice President~~ is a member of the President's Cabinet, chairperson of the **Provost's Council**, the **Provost's Council of Deans**, and an ex-officio member of all committees in the area of academic affairs.

The administrative staff of the ~~Provost Academic Vice President~~ to whom responsibility and commensurate authority are delegated are the **Vice Provost of Academic Affairs**, the **Vice Provost for Enrollment Services**, the **Vice Provost for Student Life** ~~Assistant Academic Vice President~~, Deans of the Schools, Dean of the Intercollegiate Nursing Program, Dean for Academic Resources/Director of the Library, Dean of Academic Advising and Achievement, Dean for Academic Development, ~~Director of Hearst Art Gallery~~, **Dean** ~~Director for Mission and Faculty Development and Scholarship~~, and ~~Director of the Center for International Programs~~.

1.4.2.1 **VICE PROVOST OF ACADEMIC AFFAIRS**

[Description pending after consideration by the Academic Senate during the 2004-2005 academic year.]

~~1.4.2.1 Assistant Academic Vice President~~

~~The Assistant Academic Vice President oversees the programs of the Office of Academic Advising and Achievement, and is responsible for the traditional undergraduate Commencement, the summer Lasallian Heritage Institute and other Lasallian events throughout the year, and the College Convocation. The Assistant Academic Vice President acts as the College's Diversity Affairs Coordinator, is co-responsible with the Dean for Campus Life for new student Orientations, and takes other duties as assigned.~~

1.4.2.2 Deans, Academic Affairs

1.4.2.2.1 Dean of the School

The Dean of the School is its chief academic officer and is vested with the commensurate authority and responsibility for all aspects of the academic enterprise of the School (policy, planning, personnel, programs, budgets). The Dean reports to the **Vice Provost of Academic Affairs** ~~Academic Vice President~~ and recommends the appointment, promotion and retention of his/her administrative staff and of full-time faculty; appoints all part-time faculty; consults with the **Vice Provost** ~~Academic Vice President~~ on all matters relating to substantive revision of the academic policies and programs of the School and the

appointment of chairpersons; collaborates with other Deans in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.2.2 Dean of Intercollegiate Nursing Program

Jointly appointed by Saint Mary's College and Samuel Merritt College, the Dean is the chief academic officer of the Intercollegiate Nursing Program and is vested with the commensurate authority and responsibility for the curriculum and for all aspects of academic policy and its implementation. The Dean recommends to the **Vice Provost of Academic Affairs** ~~Academic Vice President~~ the appointment, promotion and retention of jointly appointed administrative staff and faculty; consults with the **Vice Provost** ~~Academic Vice President~~ in all matters relating to substantive revision of the academic policies and of the program; collaborates with the other Deans in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.2.5 Dean for Academic Development

The Dean for Academic Development is responsible, in collaboration with the Deans of the Schools and the Registrar, for such services as: ~~coordination of undergraduate class scheduling~~; review of projected undergraduate departmental offerings, **tracking the Continuous Action Plan (the strategic plan for the academic programs of the College), major WASC recommendations, the five-year plans generated by program reviews in each academic area; strategic planning for new academic initiatives;** and implementation of **the Academic Honor Code as well as** academic probation and disqualification policies. The Dean handles the student evaluations of faculty and courses and student grievances on academic issues. ~~The Dean is chair of the Faculty Development Fund Committee and is assisted by the Director for Faculty Development and Scholarship.~~ The Dean prepares for publication the College *Catalog*, the *Faculty Handbook*, the academic committee master list, and responds to college-wide requests for academic information or assistance.

1.4.2.2.6 Dean for Mission and Faculty Development

The Dean for Mission and Faculty Development reports to the Provost and is responsible for promoting among faculty, students, staff, and others associated with Saint Mary's College an understanding of and commitment to the Mission of the College through various activities such as sponsoring speakers, convening reading groups, hosting summer institutes, etc. The Dean also reports to the President on Mission-related activities that include coordination with the Christian Brothers' District of San Francisco Action Plan as related to Saint Mary's College. Other duties include designing and implementing faculty development programs and activities that support effective teaching and scholarship, developing and coordinating new faculty orientation and support activities, promoting among faculty a culture of shared inquiry, social justice, and diversity for purposes of educational effectiveness, and overseeing various student and faculty funding sources such as the Faculty Development Fund, the Student Research and Development Grants, and the Collaborative Student/Faculty Summer Research Awards. The Dean also reports to the Vice Provost of Academic Affairs as needed in regard to traditional undergraduate services and sits on the Provost's Academic Council of Deans, the Campus Deans Committee, the Council of Deans of Traditional Undergraduate Programs, and the Cummins Institute.

[Because of the insertion of the Dean for Mission and Faculty Development, the numbering for Associate Dean, SEBA (formerly 1.4.2.2.6, now 1.4.2.2.7), and Associate Dean, SOE (formerly 1.4.2.2.7, now 1.4.2.2.8), has been adjusted accordingly.]

1.4.2.3.1 Director of the Collegiate Seminar Program

The Director of the Collegiate Seminar Program, appointed by the Dean of the School of Liberal Arts in consultation with the **Vice Provost of Academic Affairs** ~~Academic Vice President~~, is responsible, in collaboration with the Governing Board of the Collegiate Seminar of which the Director is chairperson, for the organization and development of the program and the appointment, evaluation and development of faculty in the program. (This entails the basic responsibilities of a chairperson as specified in 1.4.2.4.1). In collaboration with the Deans of the Schools (from which the faculty is drawn), the Director is responsible for providing for the staffing needs of the program.

1.4.2.3.2 Director of January Term

The Director of the January Term, appointed by the Dean of the School of Liberal Arts in consultation with the **Vice Provost of Academic Affairs** ~~Academic Vice President~~, is responsible, in collaboration with the January Term Committee of which the Director is chairperson, for the organization, development and evaluation of the January Term program, for the provision and appropriate staffing of needed courses in the context of the January Term, for approving courses proposed by faculty for the January Term in consultation with the January Term Committee, for the evaluation of faculty teaching in the January Term program and for exercise of appropriate jurisdiction over all faculty teaching in the program.

1.4.2.3.4 Director of Master of Fine Arts Program in Creative Writing

The Director of the Master of Fine Arts Program in Creative Writing, appointed by the Dean of the School of Liberal Arts in consultation with the **Vice Provost of Academic Affairs** ~~Academic Vice President~~, oversees the administration of all aspects of the program's operation, including recruitment, public and community relations, admissions, scheduling, budgeting, and contractual negotiations with visiting writers. The Director is responsible for marketing and fund-raising, and for organizing all public functions associated with the program, including co-direction of the Creative Writing Reading Series. The Director reports to the Program Steering Committee, which is responsible for all academic policy-making within the program.

1.4.2.3.5~~17~~ Director of Graduate Liberal Studies Program, School of **Liberal Arts** ~~Extended Education~~

The Director of Graduate Liberal Studies Program, School of **Liberal Arts** ~~Extended Education~~, is responsible for recruiting students, recommending program admission, and providing academic advising. The Director recommends the appointment of program faculty to the Dean, is responsible for class scheduling, faculty evaluation, and administration of academic policy. In collaboration with the Program Advisory Board, of which the Director is the chairperson, the Director of Graduate Liberal Studies Program is responsible for the organization and development of the program and is an instructor in the program.

1.4.2.3.5 ~~Director for Faculty Development and Scholarship~~

~~The Director for Faculty Development and Scholarship, appointed by the Academic Vice President, is responsible for the direct support of all undergraduate and graduate faculty in the teaching process and in their scholarly activities, chairs the Committee on Teaching and Scholarship, and coordinates the College's Visiting Fellows programs. The Director assists the Dean for Academic Development in the determination of faculty/curriculum development awards. The Director has supplementary responsibility to support the achievement of academic excellence in students.~~

~~1.4.2.3.63-1.4~~ Director of Catholic Institute for Lasallian Social Action (CILSA)

The Director of CILSA provides leadership to the campus community in developing, promoting, and coordinating opportunities and resources to enhance student engagement in volunteer community service, social justice activities, and reflection experiences. The Director is responsible for developing a staff of professionals, students and faculty and for establishing an Advisory Board for this campus program. CILSA serves the campus community primarily as an action-oriented, information and referral center promoting a culture of service across the College.

1.4.2.3.76 Director of Center for International Programs

The Director of the Center for International Programs is responsible for the oversight of the Center for International Programs. This center provides study abroad opportunities to Saint Mary's students and supervises the Intensive English Program. In addition, the center furnishes orientation, counseling and assistance to matriculated international students in both undergraduate and graduate programs. The Director is advised by the Committee on International Programs and reports to the **Vice Provost of Academic Affairs** ~~Academic Vice President~~.

1.4.2.3.87 Director of Academic Support and Achievement Programs (change in number only)

1.4.2.3.98 Director of High Potential Program (change in number only)

1.4.2.3.109 Director of Hearst Art Gallery (change in number only)

~~1.4.2.3.113-1.4~~ 1.4.2.3.113-1.4 Director of Career Development Center (change in number and location, now "Academics")

The Director of the Career Development Center coordinates career exploration programs and counseling services, internship placement, on-campus recruitment for full-time employment for students and alumni as well as part-time employment opportunities for students. The Director works in collaboration with the Director of Alumni and the Alumni Board of Directors, and chairs the Career Development Advisory Board.

[Former sections 1.4.2.3.10, 1.4.2.3.11, 1.4.2.3.12, 1.4.2.3.13, 1.4.2.3.14, and 1.4.2.3.16 have all been consolidated under the new section **1.4.2.3.12 Directors, School of Extended Education**]

1.4.2.3.12 Directors, Academic Programs, School of Extended Education

Director, Human and Community Services Program
(for 2004-2005 there are two "co-coordinators" instead of a director)

The Director of the Human and Community Services Program is responsible for developing academic programming, recruiting students and faculty, recommending

program admission, supervising the budget, and providing leadership, academic advising, program counseling, and administration of academic policy. The Director recommends appointments of program faculty to the Dean and collaborates with other departments for program staffing. In addition, the Director may instruct in the program and advise students on independent study and senior projects.

Director of Liberal Education for Arts Professionals [L.E.A.P.] Program

The Director of Liberal Education for Arts Professionals Program is responsible for recruiting students, recommending program admission, providing academic advising, program counseling, development and revision of curriculum and learning resources, administrative oversight related to curriculum and instruction, and the participation in the formulation of academic policy. The Director recommends appointments of program faculty to the Dean, collaborates with other departments for program staffing, and is responsible for coordinating expansion of the program nationally.

Director of the Management Program

The Director of the Management Program reports to the Dean of the School of Extended Education and has overall responsibility for the instructional, curricular, and administrative aspects of the Management Program. Specific academic responsibilities include: assessment, hiring, and orientation of new faculty; faculty development and scheduling of faculty teaching assignments; ongoing review and revision of courses and curriculum; responding to faculty and student-faculty issues; and participation in formulation and implementation of the School's academic policies. Specific administrative responsibilities include: supervising administrative staff members; carrying out administrative tasks pertaining to curriculum and instruction; responding to student issues; participation in decision-making concerning marketing and recruitment of students; and participation in the formulation and implementation of the School's administrative policies. In addition, the Director is a member of the College's ranked faculty and teaches courses in the Management Program.

Director, Master of Arts in Leadership Program

The director of the Master of Arts in Leadership program is responsible for the development and revision of curriculum; oversight of faculty recruitment, development and program instruction; recruitment of students and program admissions. In addition the director participates in and facilitates formulation of academic policy in conjunction with the faculty who teach in the program. The director is also responsible of administrative oversight of the program and program budget and is responsible for program staffing and coordinating the national expansion of the program.

1.4.2.3.14 Director of Athletics and Recreational Sports

The Director of Athletics and Recreational Sports reports to the Provost and administers the intercollegiate and recreational sport programs and the facilities of the College dedicated to these activities. The Director recommends to the Provost the appointment of all coaches and support staff and is responsible for: the Athletic Department's budget; NCAA, WCC, and other relevant athletic compliance and

regulatory matters; grant-in-aid administration for athletes; athletic marketing and promotions, media relations, and fund raising. The Director provides coordination and leadership for the Campus Athletic And Recreational Sport Committee. The Senior Woman Administrator works closely with the Director on all matters and provides coordination and leadership for the Student-Athlete Advisory Committee. The Director, under the leadership and direction of the Provost, is responsible for working collaboratively with multiple, other organizational units on campus including but not limited to Admissions, Financial Aid, Human Resources, Business Office, Registrar, Advancement and Planning, College Communications, Staff Council, Academic Senate, Regents, and Trustees.

~~1.4.2.3.15 Director of Graduate Health Services Administration Program, School of Extended Education~~

~~The Director of Graduate Health Services Administration, School of Extended Education, in working with the department chair, has primary responsibility for recruiting students and recommending program admissions and in collaboration with the Dean recommends faculty, staffing, and scheduling of classes. The Director is also responsible for faculty evaluation, administration of academic policy and, with the department chair, curricular development.~~

1.4.2.3.17 (Director of Graduate Liberal Studies) becomes 1.4.2.3.5 with the noted changes in **bold** and the original 1.4.2.3.5 deleted]

1.4.2.4 Chairpersons of Undergraduate Departments

The chairpersons of departments which are composed of undergraduate faculty are appointed by the Dean of the School for a three-year term, normally after consultation with at least the senior members (i.e., full professors and tenured members) of the department and the **Vice Provost of Academic Affairs** ~~Academic Vice President~~. Department chairpersons may be reappointed by the Dean after confidential evaluations have been solicited from all members of the department and consultation has taken place with all senior department members and others whose opinions the Dean deems may be helpful. The terms of the department chairpersons should be staggered so that approximately one-third are considered for reappointment each year.

1.4.3 **VICE PROVOST** ~~VICE PRESIDENT~~ **FOR STUDENT LIFE AFFAIRS**

The Vice **Provost** ~~President~~ for Student **Life Affairs** is appointed by the President **in consultation with the Provost** for a term mutually agreed upon, and is responsible to the President **and the Provost**. As the chief administrative officer for student **life affairs**, the Vice **Provost** ~~President~~ is charged with facilitating the development of traditional undergraduate students in a manner which complements and completes their academic curriculum and serves the Mission of the College. The Vice **Provost** ~~President~~ is vested with authority commensurate with the following responsibilities: the supervision of the student life educators, administrators, and staff in the areas of **the Counseling Center, Public Safety, Health Center, Student Life, Student Involvement and Leadership, Delphine Intercultural Center, Women's Resource Center, and Residence Life** ~~athletics, career development and job placement, counseling and psychological services, on campus events and conferences, and public safety, as well as student community service and volunteer activities, health services, judicial affairs, leadership and development, services and programs for students, including some designed specifically for women, residence life, recreation and wellness, and student government, clubs, media and activities.~~ The Vice **Provost** ~~President~~

recommends to the President the appointment, promotion, and retention of the administrative staff. The Vice ~~Provost President~~ is a member of the President's Cabinet and an ex-officio member of all committees in the area of student ~~life affairs~~.

The administrative staff of the Vice ~~Provost President~~ for Student ~~Life Affairs~~ includes the Dean of Student ~~Life Development~~, the ~~Associate Dean of Student Life~~, the ~~Assistant Dean of Student Life for Residence Life~~, the ~~Assistant Dean of Student Life for Student Involvement~~, the ~~Assistant Dean of Student Life for Mission and Leadership~~, the ~~Director of the Delphine Intercultural Center~~, the ~~Dean for Campus Life~~, the ~~Director of Athletics~~, the ~~Director of Events and Conferences~~, the Director of Public Safety, the ~~Director of the Career Development Center~~, the Director of the Counseling Center, the ~~Director of the Health and Wellness Center~~, the ~~Director of Student Activities~~, the ~~Director of the Catholic Institute for Lasallian Social Action~~, and the Director of the Women's Resource Center.

1.4.3.1 Dean of Student ~~Life Development~~

The Dean of Student ~~Life Development~~ is responsible to the Vice ~~Provost President~~ for Student ~~Life Affairs~~ and is designated the primary advocate for students, ~~development and~~ providing administrative leadership for the ~~Associate Dean of Student Life~~, the ~~Assistant Dean of Student Life for Residence Life and Housing~~, the ~~Assistant Dean of Student Life for Student Involvement~~, and the ~~Assistant Dean of Student Life for Mission and Leadership~~ ~~Directors of the Career Development Center, the Counseling Center, Student Health and Wellness Center, the Catholic Institute for Lasallian Social Action (CILSA), and for the Director of the Women's Resource Center.~~ The Dean's duties include the administration of student judicial policies and procedures in collaboration with the ~~Associate Dean of Student for Campus Life~~, the Director of Public Safety and other designated administrators.

1.4.3.1.1 Associate Dean of Student Life

The Associate Dean of Student Life reports to the Dean of Student Life and has the overall administration and management of the student discipline process and the associated protocols with specific attention to non-academic cases; oversees the emergency on-call system involving students, and facilitates the Disciplinary Hearing Boards. Additionally, the Associate Dean of Student Life has supervisory responsibility for overseeing the Directors of the Counseling Center, the Health and Wellness Center and the Women's Resource Center.

Director of ~~the~~ Counseling Center

The Director of the Counseling Center coordinates counseling and ~~psychological~~ services for students on an individual and group basis; consults with student ~~life affairs~~ educators, administrators and staff as well as with faculty regarding student emotional, behavioral and psychological concerns; provides alcohol and drug education programs as well as other relevant workshops and group presentations.

Director of ~~the Student~~ Health and Wellness Center

The Director of the Health and Wellness Center coordinates the provision of medical care and education, especially for minor illness or injuries, and health and wellness education and promotion activities.

*Director of **the** Women's Resource Center*

The Director of the Women's Resource Center promotes a campus environment where students, especially women students, are encouraged to seek gender-related information and exchange views. The Center coordinates the provision of relevant educational programs and activities and coordinates the Sexual Assault Crisis Response Team.

1.4.3.1.2 Assistant Dean of Student Life for Student Involvement

The Assistant Dean of Student Involvement advises and coordinates the student government, clubs and media, appoints the faculty/staff moderators for all registered student clubs and coordinates multi-cultural, social and co-curricular events and programs for the undergraduate student body.

~~1.4.3.2.1 Director of Student Activities and Leadership~~

~~The Director of Student Activities and Leadership advises and coordinates the student government, clubs and media, appoints the faculty/staff moderators for all registered student clubs and coordinates multi-cultural, social and co-curricular events and programs for the undergraduate student body.~~

1.4.3.1.3 Assistant Dean of Student Life for Mission and Leadership

The Assistant Dean of Student Life for Mission and Leadership reports to the Dean of Student Life. The Assistant Dean is responsible for the development, implementation and oversight of a comprehensive student leadership development program. The Assistant Dean works to ensure that co-curricular programs are rooted in the College's mission as a Catholic, Lasallian, and liberal arts institution.

1.4.3.1.4 Assistant Dean of Student Life for Residence Life

The Assistant Dean is responsible to the Dean of Student Life and provides administrative and direct oversight of the Office of Residence Life. The Assistant Dean and the Residence Life staff establish policies, programs and procedures that facilitate students' intellectual and spiritual development as active members of the diverse college community. The administrative staff of Residence Life includes the Assistant Director, Resident Community Coordinators, Resident Counselors/Brother Counselors, and Resident Advisors.

~~1.4.3.2 Dean for Campus Life~~

~~The Dean for Campus Life is responsible to the Vice President for Student Affairs and provides administrative leadership to the Directors of Student Activities, and Events and Conferences, and direct oversight of the Office of Residence Life. The Dean and the Residence Life staff establish policies, programs and procedures which facilitate students' intellectual and spiritual development as active members of the diverse college community. The administrative staff of Residence Life includes the Associate Directors, Resident Community Coordinators, Resident Directors/Brother Counselors, and Resident Advisors. The Dean for Campus Life works in collaboration with the Dean of Student Development in the administration of student disciplinary policies, and with the Director of Public Safety.~~

Resident Community Coordinator

The Resident Community Coordinators reside in the residence halls and report to the Assistant Dean for Residence Life. They are responsible for specific residence halls; coordinate co-curricular programs for resident students; share responsibility for residence staff supervision and training; assist with the resolution of resident student discipline situations; and assist in building management matters.

Resident Counselor/Brother Counselor

The Resident Counselors/Brother Counselors reside in the residence halls and are responsible for a specific residence hall and remaining informed of the well-being of the resident students therein.

Resident Advisor

The Resident Advisors are trained upper division students who work in collaboration with the Resident Counselor/Brother Counselor under the supervision of the Resident Community Coordinator. They are assigned evening duty hours in the residence halls, and are available to students for general assistance. They attempt to foster an environment conducive to academic scholarship and personal development, provide co-curricular opportunities, and assist in enforcing the code of student conduct.

1.4.3.24– Director of Public Safety

The Director of Public Safety coordinates campus safety and security matters, establishes and enforces parking and traffic regulations, coordinates crime investigation and reporting, and facilitates emergency and natural disaster operations.

1.4.4 VICE PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER

1.4.4.5 **Chief Technology Officer** ~~Director of Information Technology~~

The **Chief Technology Officer** ~~Director of Information Technology~~ is responsible for both academic and administrative technology, including the planning, implementation and management of electronic resources and management of information systems. The **CTO** ~~Director~~ also oversees campus telecommunications, and **departmental duplicating equipment**. ~~coordinates with the Dean for Academic Resources/Director of the Library in supporting the library information technology system.~~

1.4.5 VICE PRESIDENT FOR **ADVANCEMENT AND PLANNING** ~~PLANNING AND ADVANCEMENT~~

The Vice President for ~~Planning and Advancement~~ **and Planning** is appointed by the President for a term mutually agreed upon, and is responsible to the President. ~~As the principal external affairs officer,~~ The Vice President oversees the offices of **Development, External Relations, Alumni Relations, and Parent Relations.** ~~Media Relations, Community Relations and Publications, and Marketing.~~ **As the principal fund raising officer, the Vice President oversees the offices of Development and Advancement Services.** The Vice

President is responsible for presenting annual and long-range plans for the funding of institutional priorities and for engaging the alumni, parents, friends, corporations and foundations who can assist the College in reaching its goals. As the principal planning officer for the College, the Vice President oversees the Office of Architecture and Construction and is the reporting officer to whom all planning consultants report. The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion and retention of administrative Advancement, **Alumni Relations, Development, and Parent Relations** staff and appoints other staff. The Vice President is a member of the President's Cabinet, **the liaison to the Board of Regents**, the chair of the Campus Planning Committee, and an ex-officio member of all committees in the area of advancement.

The administrative staff of the Vice President for ~~Planning and Advancement~~ **and Planning** are: the Senior Director for **Development, the Director of Alumni Relations, the Director of Advancement Services and External Relations, the Director of Publications** ~~and the Director of the Office of Architecture and Construction.~~

1.4.5.1 **Senior Director for Development**

The Senior Director for Development is responsible for planning and directing the College's overall fundraising effort. The Senior Director supervises, guides, and coaches the Annual Fund, Foundation and Corporate Relations, Major Gifts, Athletic Development, and fundraising special events staff and programs. The Senior Director reports to the Vice President for Advancement and Planning, and works closely with the Development Committee of the Board of Trustees.

~~1.4.5.1 Senior Director for External Relations~~

~~The Senior Director for External Relations is responsible for the College's external relations program, overseeing the areas of alumni, parent, community and media relations.~~

1.4.5.2 **Director of Alumni Relations**

The Director of Alumni educates and involves alumni and friends through creative programming, while serving the best interests of the College. In addition to supervising, guiding, and coaching the staff of the Alumni Relations Office, the Director of Alumni Relations also oversees Parent Relations staff and programming.

~~1.4.5.2 Director of Publications~~

~~The Director of Publications is responsible for supervising and coordinating the publishing of all materials related to the College. The Director's primary publication responsibilities include academic catalogues, admissions materials, and advancement and development marketing pieces.~~

~~[moved under Vice Provost for Enrollment and Vice President for College Communications, 1.4.7.7, and title changed to Director of Creative Services]~~

1.4.5.3 **Director of Advancement Services**

The Director of Advancement Services is responsible for recording gift information properly, updating donor records, and coordinating proper acknowledgements of

donations received by the College. The Director manages the alumni and donor information database.

1.4.5.43 Director of Architecture and Construction

The Director of Architecture and Construction is responsible for supervising and coordinating all construction on campus from preliminary planning through project completion.

1.4.6 ~~VICE PRESIDENT FOR DEVELOPMENT~~

~~The Vice President for Development is appointed by the President for a term mutually agreed upon, and is responsible to the President. As the principal fund raising officer, the Vice President oversees the offices of Development and Advancement Services. The Vice President is responsible for presenting annual and long range plans for the funding of institutional priorities and for engaging the alumni, parents, friends, corporations and foundations who can assist the College in reaching its goals. The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion and retention of administrative Development staff and appoints other staff. The Vice President is a member of the President's Cabinet, is the liaison to the Board of Regents, and an ex-officio member of all committees in the area of development.~~

~~The administrative staff of the Vice President for Development are: the Director of Advancement Services and the Special Assistant to the President.~~

1.4.6.1 Director of Advancement Services

~~The Director of Advancement Services is responsible for supervising the research conducted on behalf of the College regarding its donors as well as for managing the computer information system and the staff associated with the system.~~

1.4.6.2 Special Assistant to the President

~~The Special Assistant to the President may serve in the capacity of spokesperson for the College in the President's place when the President so designates. The Special Assistant works with members of the Advancement and Development staffs on calendar and events issues involving the Special Assistant's participation and assumes responsibility for fund raising as directed by the President and the Vice President for Development.~~

1.4.7 **VICE PROVOST PRESIDENT FOR ENROLLMENT SERVICES AND VICE PRESIDENT FOR COLLEGE COMMUNICATIONS**

The Vice **Provost President** for Enrollment Services and Vice President for College Communications is appointed by the President and Provost for a term mutually agreed upon and is responsible jointly to the President and Provost. As the administrative officer primarily responsible for the enrollment and retention of students (recruitment, admission, financial aid, registration, institutional research, progress towards degree) and both external and internal communications and marketing (marketing, media relations, community and government relations, creative services), the Vice **Provost President** and Vice President is vested with authority commensurate with such responsibility. The

Vice ~~Provost President~~ and Vice President recommends to the President and Provost the appointment, promotion and retention of the administrative staff in Enrollment Services and College Communications and appoints other staff. The Vice ~~Provost President~~ is a member of the President's Cabinet, the Provost Council, the College Budget and Planning Committee, and is an ex-officio member of all committees in the areas of recruitment, admission, financial aid, registration, ~~institutional research~~, college communication and marketing, and retention. The administrative staff of the Vice ~~Provost President~~ for Enrollment Services and Vice President for College Communications are the Dean of Admissions, the Registrar, the Director of Financial Aid, and the Director of College Communications of Articulation and Transfer.

1.4.7.4 Director of Articulation and Transfer/Associate Registrar

The Director of Articulation and Transfer is the institutional advocate for transfer students. The Director is responsible for developing formal articulation agreements with other institutions of higher education, providing prospective transfer students with preliminary advanced standing evaluations, determining the transferability of courses, and arranging for the course scheduling and orientation of new transfer students. In addition, the Director is responsible for monitoring and addressing other institutional policies and procedures (e.g., residence life, advising, orientation) that affect transfer students.

1.4.7.6 Director of College Communications Senior Director for External Relations

The Director of College Communications oversees internal and external communications on behalf of Saint Mary's College. The Director uses appropriate communications strategies and programs to support attainment of Saint Mary's College strategic and operating goals and objectives. Maintains a broad understanding of contemporary issues affecting institutions of higher learning, anticipates how these issues may impact Saint Mary's College and its key audiences, and, where appropriate, recommends and implements communications programs that help the College respond appropriately to them. Where appropriate, the Director serves as an official spokesperson for Saint Mary's College. Supports the communications needs of the President, Provost and other senior administrators, and assists other College functions (including Admissions, Advancement, Student and Alumni Relations, and Athletics) with their respective communications needs as required.

1.4.7.7 Director of Creative Services Publications

The Director of Publications is responsible for supervising and coordinating the publishing of all materials related to the College and reports to the Director of College Communications. The Director's primary publication responsibilities include academic catalogues, admissions materials, and advancement and development marketing pieces.

1.5 ORGANIZATIONAL CHARTS

[Because of the change to the Provost model, the organizational charts for the 2004 Handbook have been extensively revised compared to the charts in the 2003 Handbook. Rather than attempting to reproduce the charts with changes on them here, this note merely

identifies that these charts have been changed. At the end of this document the 2003 charts will be listed followed by the 2004 charts, for comparison.]

1.6.1.1 Faculty Elections

1.6.1.1.1 Nominations

3. Eligibility: Determined according to (1) office or committee membership specifications as to faculty rank (e.g., ~~Associate Professor~~ **ranked or tenured**) and instructional duties (4/7 or more, **or in the case of chairs and directors of graduate or adult academic units, whose instructional duties are 2/7 or more**), (2) appointment status of a faculty member at the time of election (e.g., status in spring **term** for membership effective in fall term). Faculty members granted a sabbatical or leave of absence retain their eligibility status for election. However, they are not eligible for nomination for any position whose period of service overlaps the academic year(s) of the leave. Tenured faculty members who have been granted a temporary reduced teaching load shall be considered to hold full-time appointments, for purposes of eligibility to serve on faculty committees.

1.6.1.1.2 Balloting

1. **Any ballot must be available for nine school days (days on which undergraduate classes are held). Every effort should be made to accommodate the schedules of the various schools so that all faculty will be able to vote before the deadline.**
2. **Ballots will be made available electronically. Access is regulated via individual passwords newly generated for each election.**
- ~~1. Ballots are placed in a locked ballot box (located outside the Senate office) or mailed to the chairperson of the Academic Senate. Each ballot is sealed in an envelope, which is then signed by the voter. The ballot is not valid unless the envelope is so signed.~~
- ~~2. The ballots will be electronically tabulated at a previously announced time under the supervision of a designated member of the Committee on Committees. Normally this will be done soon after the close of voting. Counting of ballots: (1) No counting will take place unless three voting faculty members are present, or two in the case of machine counting, and none but voting faculty members may count ballots. (2) First, all signatures will be checked against a voting list. (3) Second, all envelopes will be opened and ballots set aside. (4) Third, the ballots will be counted. There must be a reader and a counter overseen by another faculty member. A machine may act as counter. (5) Any discrepancies in counting require a recount of the ballots in question. (6) Invalid or illegible ballots will be determined by the faculty members present. Such ballots will not be counted but will be retained. (7) The resulting tally of votes should be signed by the faculty members who have overseen the counting, a minimum of two. (8) The results should be collated by the faculty officer present (or his/her representative) and the ballots secured by him/her. (9) The ballots are retained by the chairperson of the Academic Senate for one year.~~
- ~~3. Unless otherwise announced, the deadline for any ballot will be Thursday at 2:15 p.m. Counting will not begin before that time.~~
- ~~4. Any ballot must be available for nine school days (days on which undergraduate classes are held), so that all faculty will be able to vote before the deadline.~~

1.6.1.1.3 Election

1.6.1.1.4 Faculty Qualifications for Election

1. In elections conducted by the Academic Senate the following are criteria for election:
2. The following are ineligible to stand for election:
 - a. Presidents, Vice Presidents, **Provosts, Vice Provosts**, Deans, Associate Deans, Assistant Deans, Presidential Assistants;
 - b. Faculty whose instructional duties are less than 4/7, or, in the case of the School of Extended Education, less than 100 instructional hours in the year previous;
 - c. Chairpersons, directors, etc., ~~whose instructional duties are less than 4/7, or in the case of chairs and directors of graduate or adult academic units whose instructional duties are less than 2/7.~~

1.6.1.1.5 Voting Rights

1. Elections conducted by the Academic Senate:
 - a. Ranked Faculty. All ranked faculty will automatically receive **notice that the election ballot has been electronically posted. They will simultaneously receive individual passwords to be used when casting their ballot.** ~~election ballots.~~ Faculty members may vote in one School only. For school-designated positions, all faculty members must declare on the preference survey which pool of eligibility (graduate or undergraduate and school) for which they qualify, determined by the School where the majority of courses are taught in a given scholastic year.
 - b. Voting eligibility of Adjunct and part-time faculty will be determined by the Dean's office for the school in which those faculty teach. On or before December 1st of each year, Deans' offices must submit to the office of the Academic Senate a roster of eligible adjunct and part-time faculty based on the following criteria: adjunct and part-time faculty are eligible to vote only when teaching one or more full courses in a given quarter or semester; or, in the case of the School of extended Education, when they are faculty members who have taught at least 100 instructional hours in the previous 12 months in the School of Extended Education. Non-academic administrators and coaches who are full-time College employees are considered adjunct faculty or lecturers if they teach one full course during the scholastic year of the election. If on December 1st, the office of the Academic Senate has not received the voter eligibility roster from a Dean's office, the Senate administrative assistant will request the roster, reminding the Dean's office that the final filing date for the roster is December 15th. If any school does not submit a roster by December 15th, adjunct or part-time faculty members in that school will NOT receive **a password.** ~~voting ballots.~~

1.6.1.1.6 Resignations and Appointments

1. A faculty member wishing to resign from an elected committee must inform the Chair of the Committee on Committees in writing.

2. Should a position in an elected committee, other than the Rank and Tenure Committee and Grievance Committee, become vacant at any time, the Chair of the Committee on Committees shall appoint the runner-up in the election of the vacating member to complete the term. If that runner-up is unable to accept the position, the 2nd runner-up, if there is such a person, will be appointed to complete the term. If no runner-up is available, the Chair of the Academic Senate will appoint a replacement for the remainder of the academic year and the position will be placed on the ballot for the next regular spring election.

1.6.1.2 The Academic Senate

1.6.1.2.1 Role

1. The Academic Senate is the principal instrument through which the faculty of the College exercises its responsibilities in the governance of the academic life of the College community. The Academic Senate is a faculty body with the specific responsibilities of identifying issues of legitimate faculty concern, especially matters directly and indirectly related to the academic life of the College, and to initiate appropriate actions to address them. In the process of arriving at its decisions, the Senate will keep the President and other appropriate officers of the College informed as issues come forward and will seek their advice, expertise, and recommendations.
2. The Academic Senate reviews, comments on, and suggests changes in initiatives that originate from the administrative officers of the College when sent to it for appropriate faculty review. It takes action on particular matters when requested to do so by the President, the **Provost Academic Vice President**, or other designated College officials.
3. The Academic Senate is responsible for the overall design, functioning, and evaluation of faculty bodies (see section 1.6.1.2.1.1.(3)). It also advises the President and **Provost Academic Vice President** about faculty membership on other governing bodies. It defines the proper responsibilities of, coordinates the functions of, and resolves disputes between the committees and other faculty bodies under its jurisdiction.
4. The Academic Senate provides, through its general meetings, a forum at which members of the faculty may express their opinions on matters under consideration or petition for consideration of other issues and, in so doing, help the Senate to exercise its judgment in an informed manner.
5. The Academic Senate, in collaboration with the **Provost Academic Vice President**, may call a General Faculty Meeting for informal discussion on matters concerning the College community. Some meetings may have an open agenda and others may be planned around broad topics.

1.6.1.2.1.1 Responsibilities of the Academic Senate and Relationship to the Campus Community:

1. Faculty bodies may respond to, provide information for and/or refer recommendations to the Academic Senate (see Executive Meetings, section 1.6.1.2.9.1, and General Meetings 1.6.1.2.9.2). These reports and recommendations are submitted to the **Provost Academic Vice President**. The **Provost Academic Vice President** will keep the Senate informed of action taken. When the **Provost Academic Vice President** has chosen not to act or to act contrary to the Senate recommendations, the **Provost Academic Vice President** informs the Senate of his/her reasons.

2. From time to time, the Academic Senate will make recommendations to the **Provost** ~~Academic Vice President~~ concerning governance structures at the College. The **Provost** ~~Academic Vice President~~ will review the recommendations and if he/she concurs, he/she will forward these recommendations to the President.
3. The Academic Senate defines the procedures and membership of faculty councils and committees of the College. The Academic Senate has these responsibilities for the following committees, councils and governing boards: the Academic Senate, Educational Policies Board, Rank and Tenure Committee, Academic Administrators Evaluation Committee, the Saint Mary's College-Samuel Merritt College Interinstitutional Council, Grievance Committee, Faculty Welfare Committee, Faculty Elections Committee, Committee on Teaching and Scholarship, the Faculty Bookstore Committee, and Library Committee. (Regarding how changes are approved for the *Faculty Handbook*, see section 1.8.)
4. In consultation with the Academic Senate, the President defines the responsibilities and the procedures for the selection and appointment of the **Provost** ~~Academic Vice President~~. In consultation with the Senate, the **Provost** ~~Academic Vice President~~ defines procedures for the selection, appointment, and evaluation of **the Vice Provost of Academic Affairs and the Deans**. **The actual appointment of the Vice Provost for Academics is made by the President, in consultation with the Provost (see section 1.4.2.1).**
5. The Academic Senate establishes faculty qualifications for election to office and for voting, and defines the responsibilities and the procedures for faculty selection, appointment, promotion and tenure, sabbaticals, grievance, retirement and separation from the College.
6. The Senate's actions are of two kinds: those for which the Senate has full authority to act, such as faculty committee membership and procedures; those which are sent to the **Provost** ~~Academic Vice President~~ for consultation approval or disapproval.
 - a. The Senate's authority to act on its own is defined in sections 1.6.1.2.1, 1.6.1.2.1.1, and 1.6.1.2.9.1.3.
 - b. Any motion of the Senate regarding academic programs of the College is sent to the **Provost** ~~Academic Vice President~~ for approval, disapproval, or further consideration. The **Provost** ~~Academic Vice President~~ will act within **60** ~~90~~ working days. Requests which are forwarded to the Academic Senate by the **Provost** ~~Academic Vice President~~ will be acted upon within 90 school days.

1.6.1.2.8 Terms of Office

Senators are elected for a three-year term, renewable once consecutively. The terms are staggered so that approximately one-third of the terms end each year.

If a senator needs to be absent for a month or more, he/she shall be temporarily replaced by the runner-up in the most recent Senate election in this senator's School.

Should a senator be unable to complete his/her term, the runner-up in the most recent Senate election from the senator's School shall complete the term. If the runner-up is not able to serve, the chair of the Senate will appoint a replacement. **(See 1.6.1.1.6 Resignations and Appointments)**

1.6.1.2.9.1 Executive Meetings

The Academic Senate has five executive duties:

1. To receive, review, and respond to and/or refer recommendations and reports from the Senate committees, the President, the **Provost, the Vice Provost of Academic Affairs,** ~~Academic Vice President,~~ and the Deans of the Schools.

All concerns related to the academic life of the College are within the Academic Senate's purview except:

- a. Recommendations on sabbatical leaves, which are made by the Undergraduate Policies Committee and the Graduate Policies Committee of the Educational Policies Board directly to the **Provost** ~~Academic Vice President;~~
 - b. Selection of undergraduate students for awards at graduation, which is made by the Undergraduate Policies Committee of the EPB and reported directly to the Dean for Academic Development and the Registrar;
 - c. Rank and tenure decisions, which are made by the Rank and Tenure Committee; and
 - d. Grievances, which are considered by the Grievance Committee.
2. To set the agendas for general meetings.

Items for agendas of general meetings are taken from recommendations, reports and requests for review received from:

- a. The President, the **Provost, Vice Provost of Academic Affairs,** ~~Academic Vice President~~ or the Deans of the Schools.

1.6.1.2.9.2 General Meetings

The general meeting of the Senate provides a forum for all faculty members to exchange information and opinions about issues relevant to the academic life of the College or the concerns of the faculty. In addition to the items requiring action by the Senate, concerning which the Senate solicits viewpoints from attending faculty members, the agenda of the general meeting may also include:

1. Informational items in which the Senate grants invited speakers an opportunity to address the faculty at-large;
2. Committee reports;

3. General items of faculty interest, including items not yet ready for action, for which the Senate solicits input from the faculty.

Additions or changes to the agenda can be made only by a two-thirds vote of the Senate on a motion not open for debate.

Among the actions the Senate may take at a general meeting on the recommendations and reports it has received are:

1. To discuss and approve;
2. To discuss and not approve, with an explanation of the reasons for non-approval for all principal parties involved;
3. To approve an alternative or to amend; or
4. To return to a particular council or committee with recommendations for reconsideration.

Normally, the chairperson will open the floor to non-Senate members under each agenda item. The floor will remain open until closed by the chairperson, at which time discussion may be restricted to Senate members. All faculty members, whether full- or part-time, currently teaching, on leave, or emeriti, may speak at any general meeting. Staff and students may speak with the permission of the chairperson.

Only Senate members may introduce and vote on motions. The chairperson may choose to poll the faculty members in attendance before a vote is taken. By a two-thirds vote, the Senate can require that a written poll be submitted to the entire College faculty for its response to an issue.

Substantive motions shall require a roll call vote (see Rules of Procedure of the Academic Senate, section 1.6.1.2.14).

The consent agenda from the executive meetings and actions taken at the general meetings are forwarded to the **Provost Academic Vice President**, with copies to the President of the College.

1.6.1.2.9.3 Special General Meeting

A special general meeting may be called by the chairperson upon request of the President or the **Provost Academic Vice President**, by a petition to call such a meeting signed by three members of the Senate, or upon presentation of a petition signed by ten voting faculty who are not members of the Senate. No special meetings may be called without sufficient time (normally one week) for adequate notice to all faculty members.

1.6.1.2.10 The **Provost Academic Vice President**

The Provost Academic Vice President may:

1. Approve as presented; or

2. Discuss with the Senate possible revisions, or the intention to disapprove, prior to the final decision; or
3. Disapprove.

At the beginning of each scholastic year, the **Provost Academic Vice President** will submit a report on items pending from the previous academic years, if there are any.

1.7.1 BOARD OF TRUSTEES COMMITTEES

The Standing Committees of the Board of Trustees are:

- Executive Committee
- Academic Affairs Committee
- Advancement Committee
- ~~Finance and Facilities Committee~~
- ~~Student Life Affairs and Admissions Committee~~
- Trustees Committee
- **Audit Committee**
- **Investment Committee**

1.7.1.1 Executive Committee

Duties Role: Except as limited by laws, the Executive Committee shall exercise the full power of the Board in the event of emergency or exigent circumstance(s), as determined by a majority of the members of the Executive Committee in consultation with or at the request of the President. Additionally, the Executive Committee shall:

- Review ~~§~~ and consider the legal position of the Corporation college and take any legal action deemed necessary on behalf of and/or in the interest of the Corporation;
- Grant ~~§~~ honorary degrees;
- Approve ~~§~~, implement ~~§~~, and determine ~~§~~ appropriate duties for all standing Board committees;
- Advise ~~§~~ the **Chairperson chair** of the Board on **timing for scheduling** the three (3) Regular **Annual Board** Meetings;
- Perform ~~§~~ other such duties as may be delegated to it by the Board of Trustees;
- ~~Exercise § full power of the Board in the event of emergency or exigent circumstances.~~

Membership: The **Executive** Committee shall be composed of the following members of the Board of Trustees: a ~~standing committee of the~~ **Chairperson chairman** of the Board, the **Chairperson chair** of each standing committee, the College President, and the Provincial of the San Francisco District of the Brothers of the Christian Schools. The Committee may have staff resources as **will may** be helpful to the Committee **as determined by the Chairperson of the Committee.**

1.7.1.2 Academic Affairs Committee

Duties Role: The Academic Affairs Committee shall make recommendations to the Board of Trustees about:

- **WASC (Western Association of Schools and Colleges) recommendations or those of any other accreditation body which affects College programs;**
- **Substantive changes in the academic policies and educational programs of the College;**
- ~~— Oversees the faculty and academic enterprise by reviewing programs and policies.~~
- **Approves new programs and degrees.**
- **Rank and Tenure, sabbatical leave, or other employment policies for College faculty, including changes in the Faculty Handbook;**
- ~~— Reviews changes in appropriate sections of the *Faculty Handbook* and brings these changes forward to the full Board for approval.~~
- **Recommendations to the committee from the Board of Regents;**
- **Recommends to the Board appropriate candidates for degree conferral.**
- ~~— Mandates and approves program accreditation when appropriate.~~

Membership: The **Academic Affairs** Committee shall consist ~~entirely~~ of Trustee members **and other eligible members** who are appointed by the **Chairperson** ~~chairman~~ of the Board of Trustees. The Committee will have the assistance of **one or more officers of the College as designated by the Board, in consultation with the President.** ~~a primary staff person, the Vice President for Academic Affairs. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.~~

1.7.1.3

Advancement Committee

Duties Role: The Advancement Committee shall foster and promote the fund raising operations of the College and make recommendations to the Board of Trustees about:

- ~~Serves as~~ the Core Development Volunteer Group for the College;
- ~~Provides~~ advice and counsel on matters pertaining to development, public relations **of the College as those relations concern Advancement Committee responsibilities, alumni, etc.**
- **establishment of an appropriate goal for the Advancement office and progress toward that goal;**
- ~~— Reviews progress toward current year's goals.~~
- ~~Reviews~~ long-term objectives **for the College's Advancement program. and programming.**

Additionally, within the fund raising policies and priorities recommended by the President of the College and approved by the Board of Trustees, the Advancement Committee shall:

- **periodically review the fund raising results, both annual and capital, to assure adherence to fund raising policies and priorities;**
- **suggest action if fund raising objectives are not met;**
- **recommend fund raising counsel;**
- **as appropriate, provide a report to the Finance Committee of the Board of Trustees at scheduled meeting of the Finance Committee and to the full Board of Trustees at least annually.**

Membership: The **Advancement** Committee shall consist ~~entirely~~ of Trustee members and **other eligible members** who are appointed by the **Chairperson** ~~chairman~~ of the Board of Trustees. The Committee will have the assistance of **one or more officers of the College as designated by the Board, in consultation with the President.** ~~a primary staff person, the Vice President for Planning and Advancement. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.~~

1.7.1.4

Finance and Facilities Committee

Duties ~~Role:~~ The Finance Committee shall review budgets and all other matters relating to the fiscal and general business management of the Corporation with the exception of those matters delegated by the Board of Trustees to the President or to other committees. In particular, the Finance Committee shall make its recommendations to the Board of Trustees about:

- ~~Recommends annually to the Board appropriate tuition, room and board fees, and other major charges payable by the students attending the College~~ **rates for the next fiscal year;**
- ~~Recommends to the Board an appropriate annual fiscal budget and three-year financial plan.~~ **preliminary and final budgets, as well as appropriate long-range financial plans;**
- ~~Establishes guidelines for salaries and payroll issues.~~ **faculty, administrative and staff salary scales and ranges, upon recommendation from the President;**
- ~~Oversees financial aid allocations;~~
- ~~Approves the financial audit and meets with the auditors.~~
- ~~Oversees full investment of all funds (endowment, etc.).~~
- ~~Oversees plant management and construction issues.~~
- ~~Directs the Audit Sub-Committee.~~

Membership: The Committee shall consist ~~entirely~~ of Trustee members and **other eligible members** who are appointed by the **Chairperson** ~~chairman~~ of the Board of Trustees. The Committee will have the assistance of one primary staff person, the Vice President for **Finance and any other officer of the College as designated by the Board, in consultation with the President.** ~~Administration and Chief Financial Officer.~~ At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.5

Student **Life** Affairs and Admissions Committee

Duties ~~Role:~~ The Student Life Committee shall make recommendations to the Board of Trustees about:

- ~~Represents~~ students' interests in the Board's policy-making activities;
- ~~Ensures~~ adequate resources, **programs and direction** for Student **Life** Affairs Programs;
- ~~Reviews~~ student development issues in light of the changing needs of students;
- ~~Reviews~~ activities of intercollegiate athletics;
- ~~Reviews~~ the College's admissions programs;
- **tuition waivers;**
- **financial aid.**

Membership: The **Student Life** Committee shall consist ~~entirely~~ of Trustee members **and other eligible members** who are appointed by the **Chairperson** ~~chairman~~ of the Board of **Trustees**. The Committee will have the assistance of **one or more officers of the College as designated by the Board in consultation with the President**. ~~two primary staff persons, the Vice President for Student Affairs and the Vice President for Enrollment Services. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.~~

1.7.1.6

Trustees Committee

Duties Role: The Trustees Committee shall make recommendations to the Board of Trustees about:

- ~~Develops~~ the desired Board profile and **processes undertaken to ensure** ~~takes steps through the nominating process to achieve that profile is achieved;~~
- ~~Serves a nominating function by identifying, screening, and ultimately recommending~~ **potential** candidates for trusteeship;
- ~~Educates and~~ **orientation and education programs for Trustees concerning** ~~to~~ their Board responsibilities;
- ~~Nominates Board Officers for full Board approval.~~
- ~~Conducts~~ self-assessments of the Board on a regular basis;
- ~~Serves as the~~ presidential review; ~~committee.~~
- ~~Recognizes~~ outstanding service and ~~nominates~~ individuals **who should be considered** for emeritus status;
- ~~Develops~~ governance policies for Trustees' review and approval.

Membership: The Committee shall consist ~~entirely~~ of Trustee members who are appointed by the **Chairperson** ~~chairman~~ of the Board of **Trustees**. The College President or his designee will serve as Resource Staff to this Committee. ~~At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.~~

1.7.1.7

Audit Committee

Duties: The Audit Committee shall act as the independent supervisor of the Corporation's financial and accounting practices and shall:

- conduct the annual review of the independent audit report of the Corporation by:
 - a) selecting, without further review by the Board of Trustees or any other committee, the independent certified public accountants who shall provide auditing services;
 - b) reviewing the work and effectiveness of the independent auditors;
 - c) passing an Audit Committee resolution adopting the annual report.
- recommend action based on the findings of the independent auditors to the internal business and audit staff of the Corporation;
- receive and evaluate recommendations from the Board of Regents of the Corporation within the Audit Committee's area of concern;
- make recommendations of matters within the Audit Committee's area of concern to the Finance Committee; and
- establish an Audit Committee Charter.

Membership: The Audit Committee shall consist of at least five (5) members, which shall include: The Finance Committee Chairperson and four (4) other members, at least one of whom, in addition to the Chairperson of the Finance Committee, must be a member of the Finance Committee, and all of whom shall be members of the Board of Trustees, appointed by the Chairperson of the Board. To be eligible to serve on the Audit Committee, the candidate and/or member must hold no salaried position in the Corporation. The Vice President for Finance and, if the Vice President for Finance so desires, an associate(s) of the Vice President for Finance, shall attend Audit Committee meetings if such attendance is requested by the Audit Committee Chairperson, but the Vice President for Finance and his or her associate, if any, shall not vote on any matter.

1.7.1.8 Investment Committee

Duties: The Investment Committee shall supervise the Corporation's endowment policies, including but not limited to the Corporation's endowment portfolio(s). Within the framework of the policies, including the established investment objectives, approved by the Board of Trustees, the Investment Committee shall: :

- recommend investment objectives;
- retain qualified investment managers;
- monitor investment results to assure compliance with investment objectives;
- take appropriate action if investment objectives are not met; and
- report at least annually to the Board of Trustees.

Membership: The Investment Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees.

INSTITUTIONAL COUNCILS AND COMMITTEES

1.7.2.1 President's ~~Cabinet~~council

The President's ~~Cabinet~~council is concerned with the ordinary management of the College and the coordination of all its administrative areas. Members are the President, the **Provost**, ~~the~~ Vice Presidents, **the Vice Provosts**, the Executive Assistant to the President, **and** the General Counsel. ~~and the Academic Deans~~ Faculty, administrators, students and others participate by invitation or by request. The President's ~~Cabinet~~council meets at the discretion of the President.

1.7.3 ~~ACADEMIC AFFAIRS COUNCILS AND COMMITTEES AND FACULTY REPRESENTATIVES~~ ("REPRESENTATIVES" MOVED TO SECTION 1.7.9)

1.7.3.1 **Provost's Council**

Role: The Provost's Council consults with and advises the Provost on all matters within the Provost's area: Academic Affairs, Enrollment, and Student Life.

Membership: The Vice Provost of Academic Affairs, the Vice Provost for Enrollment, and the Vice Provost for Student Life.

The Provost's Council meets twice a month.

1.7.3.2

Provost's Academic Vice President's Academic Council of Deans

Role: The **Provost's Academic Vice President's Academic Council of Deans** advises the **Provost Academic Vice President** regarding matters pertaining to their various offices and programs, **especially regarding long-range planning, budget priorities, and strategic initiatives.**

Membership:

- **Provost Academic Vice President**, chairperson
- **Vice Provost of Assistant Vice President for Academic Affairs**
- Dean for Academic Advising and Achievement
- Dean for Academic Resources/Director of the Library
- Dean for Academic Development
- **Deans of each of the Academic Schools (SEBA, SEED, SOE, SOLA, SON, SOS)**
- **Dean Director of Mission and Faculty Development and Scholarship**
- ~~Director of Hearst Art Gallery~~
- ~~Director of the Center for International Programs~~
- Chair of Academic Senate or designee
- Chair of Educational Policies Board or designee

The **Provost Academic Vice President** may augment the committee membership as appropriate.

The **Provost's Academic Vice President's Academic Council of Deans** meets **twice a month monthly** and, in addition, meets jointly with the **Campus Council of Deans** when the occasion warrants.

1.7.3.3

Campus Council of Deans Committee

Role: The **Campus Council of Deans Committee** advises the **Vice Provost of Academic Affairs and the Vice Provost for Student Life** regarding:

- All **traditional undergraduate academic and student life** matters (programs, management, requirements, etc.) as requested by the **Academic Vice Provosts President** (e.g., recommendations from various councils, committees, etc.);
- ~~Development and updating of long-range academic planning and the academic master plan;~~
- Quality assurance of all **traditional undergraduate academic and student life** programs and activities.

Membership:

- **Vice Provost of Academic Affairs and Vice Provost for Student Life Academic Vice President**, co-chairpersons
- **Dean of Admissions**

- **Dean of Academic Advising and Achievement**
- **Dean for Academic Development**
- **Dean for Mission and Faculty Development**
- Dean of the School of Liberal Arts
- **Associate Dean of the School of Liberal Arts**
- Dean of the School of Science
- Dean of the School of Economics and Business Administration
- ~~— Dean of the School of Education~~
- ~~— Dean of the School of Extended Education~~
- Dean of the Intercollegiate Nursing Program
- Dean for Academic Resources/Director of the Library
- **Dean for Student Life**
- **Associate Dean for Student Life**
- **Director of Campus Ministry**
- **Director of CILSA**
- **Director of Center for International Programs**
- **Director of Athletics or representative**
- ~~— Chair of the Academic Senate or designee~~
- ~~— Manager of Academic Affairs~~

The **Vice Provosts** ~~Academic Vice President~~ may augment the Council membership as appropriate by inviting other administrators and faculty to participate in a specific meeting.

The **Campus Council of Deans Committee** ordinarily meets every two weeks. Additional meetings may be called by the chairperson.

1.7.3.4 **Council of Deans of Adult and Graduate Programs**

Role: The Council of Deans of Adult and Graduate Programs advises the Provost regarding matters pertaining to their various programs, especially regarding long-range planning and strategic initiatives, student services, and budget priorities.

Membership:

- Provost, chairperson
- Vice Provost of Academic Affairs, as necessary
- Dean of SEBA
- Associate Dean of SEBA
- Dean of SEED
- Dean of SOE
- Dean of SOLA
- Dean for Academic Development
- Chair of Graduate Policies Committee of the Educational Policies Board

The Council of Deans of Adult and Graduate Programs meets twice a month.

1.7.3.5 **Council of Deans of Traditional Undergraduate Programs**

Role: The Council of Deans of Traditional Undergraduate Programs advises the Vice Provost of Academic Affairs regarding matters pertaining to their various Schools and academic programs, especially regarding long-range planning, strategic initiatives, and budget priorities.

Membership:

- Vice Provost of Academic Affairs, chairperson
- Dean of SEBA
- Dean of SOLA
- Associate Dean of SOLA
- Dean of SON
- Dean of SOS
- Dean for Academic Development
- Dean for Mission and Faculty Development
- Dean of Academic Advising and Achievement
- Dean of Academic Resources/Director of Library
- Director of CILSA
- Director of Center for International Programs

The Council of Deans of Traditional Undergraduate Programs meets twice a month.

1.7.3.65

Rank and Tenure Committee

Role: The Rank and Tenure Committee makes recommendations to the President on tenure and promotion, and makes recommendations to the **Provost** ~~Academic Vice President~~ on reappointment subsequent to interim reviews. (For procedures, see section 2.6.2.2.)

Membership: ...

- **Provost** ~~Academic Vice President~~

Faculty Qualified for Election

1. All tenured faculty (i.e., who appear on the Rank and Tenure roster with tenure) whose duties are primarily instructional (i.e., who do not teach less than 55%, **or in the case of chairs and directors of graduate or adult academic units, whose instructional duties are not less than 2/7**) and who have attained the rank of Associate Professor are eligible for membership-at-large.

Election Procedures: Faculty Positions Other Than Chair

1. Six weeks before the start of the annual campus committee elections, the Office of the Academic ~~Affairs Vice President~~ **Affairs Vice President** commences distribution of ballots ...

Duties of the Faculty Chairperson

- to set the calendar for and agendas of the meetings of the Rank and Tenure Committee;
- to chair the meetings;
- to facilitate the Committee's preparation of letters about faculty under review and sign them;

- to request of the **Provost** ~~Academic Vice President~~ that the appropriate logistical steps be taken by the Office of Academic Affairs so that files are properly prepared, complete, and available for the entire Committee when needed;
- together with the chair of the Academic Senate, to resolve questions concerning the Committee's election procedures, within the guidelines already established by the Academic Senate;
- to be available to the **Provost** ~~Academic Vice President~~ at set times (between May and July) for joint consultation (at the request of the latter) with faculty who have received letters from the Committee.

*Role of the **Provost** ~~Academic Vice President~~ :*

Because the **Provost** ~~Academic Vice President~~ makes his/her own separate recommendation in the Rank and Tenure process, the role of the **Provost** ~~Academic Vice President~~ on the Rank and Tenure Committee is advisory. The **Provost's** ~~Academic Vice President's~~ presence as an ex-officio non-voting member is important in order for the **Provost** ~~Academic Vice President~~ to hear faculty deliberations of a case and to be a resource to the Committee.

Meetings: The sessions of the Rank and Tenure Committee are called by the chair of that Committee. They are not open to the public. The President of the College has the privilege to attend meetings without vote.

1.7.3.65.1 Student Rank and Tenure Committee

1.7.3.76 Educational Policies Board

1.7.3.76.1 Undergraduate Policies Committee

1.7.3.76.2 Graduate Policies Committee

1.7.3.76.3 Program Review Committee

1. (No change)
2. Administer that review process following these steps:
 - a. the Committee notifies each department and program of the entire five-year schedule, sending a special notice to individual programs and departments one calendar year in advance of the specified review date;
 - b. departments and programs are responsible for preparing a self-assessment, responding specifically to the guidelines created by the Committee;
 - c. this self-assessment is submitted to the Dean of the appropriate School who reviews it and sends it forward with his/her own brief written evaluation to this committee by the requested deadline;

- d. the Committee prepares a complete written review, requesting additional information where needed, and after review and approval by the entire EPB, sends it to the department or program under review, the Dean of the appropriate School, and the **Provost Academic Vice President, if an adult or graduate program, and if it is a traditional undergraduate program, to the Vice Provost of Academic Affairs.** (Following this step in the process, the **Provost/Vice Provost, as appropriate, Academic Vice President** will arrange a meeting with the department or program, the appropriate Dean, and the chair of the Committee in order to respond to the review);
- e. administrative issues, particularly budgetary, will be responded to by the Dean or the **Provost/Vice Provost Academic Vice President** within twelve months of reception of the review;
- f. subsequent self-assessments by the department or program must respond substantively to the previous review by the Committee and address the comments of the Dean and the **Provost/Vice Provost Academic Vice President;**
- g. departments or programs that fail to submit a review as scheduled or submit an inadequate review may be censured by the EPB at the request of this Committee, and by order if the chairperson of the Educational Policies Board, all Board actions concerning that department or program may be suspended until such time as the review is submitted and accepted as satisfactory.

1.7.3.76.4 Admissions and Academic Regulations Committee

1.7.3.87- Saint Mary's College-Samuel Merritt College Interinstitutional Council

Membership:

- Dean of the Intercollegiate Nursing Program, chairperson (Merritt)
- Chairperson, Undergraduate Nursing Program (Merritt)
- Director, Recruitment and Admissions (Merritt)
- Director, Student Affairs (Merritt)
- Registrar (Merritt)
- two faculty members appointed by the Academic Dean (Merritt)
- student representative appointed by the Student Body President (Merritt)
- Academic Vice President and Provost, ex-officio (Merritt)
- Vice **Provost President, Student Life Affairs** (Saint Mary's)
- ~~Dean, Academic Services (Saint Mary's)~~
- Dean, Admissions (Saint Mary's)
- Registrar (Saint Mary's)
- Academic Advisor, Nursing (Saint Mary's)
- faculty member appointed by the **Provost Academic Vice President** (Saint Mary's)
- student representative appointed by Student Body President (Saint Mary's)
- **Provost Academic Vice President**, ex-officio (Saint Mary's)

1.7.3.98 Library Committee

1.7.3.109 January Term Committee

1.7.3.1140 Committee on Academic Appeals

Role: A faculty/student committee that hears appeals from undergraduate students regarding decisions concerning academic regulations and standards affecting them individually. A standing committee, it is convened **and chaired** by the Dean for Academic Development, at the request of the student . . .

Membership: **The Dean for Academic Development (ex officio and nonvoting)**, three ranked undergraduate faculty members . . .

1.7.3.1244 International Programs Coordinating Committee

Membership:

- Director of the Center for International Programs (chairperson)
- Chairperson of Programs Abroad Committee
- Coordinator of International Recruiting and Admissions
- Director of Graduate Business Programs
- Registrar
- Dean of Academic Advising and Achievement
- Dean of Admissions
- four full-time faculty members appointed one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education by the Deans of those Schools for three-year staggered terms, renewable.

The Committee reports to the **Vice Provost of Academic Affairs** ~~Vice President~~, who may appoint up to two additional members.

1.7.3.1342 Celebrating Diversity Committee

1.7.3.1443 Human Research Institutional Review Board

1.7.3.1544 Faculty Development Fund Committee

Membership:

- Dean for **Mission and Faculty Development** ~~Academic Development~~ (chairperson)
- ~~Director of Faculty Development and Scholarship~~
- six ranked faculty members, one each from the Schools of Liberal Arts, Science, the undergraduate program of the School of Economics and Business Administration, the Schools of Education and Extended Education, and from the Graduate Business Programs, appointed by the Deans of the Schools.

1.7.3.1645 Orientation Committee

The orientation program for new undergraduate students seeks to aid their transition into Saint Mary's College by integrating them into the academic and student life of the College, and by structuring opportunities for the interaction of new students with faculty, staff, and continuing students. Orientation is a shared responsibility of the Offices of Academic Affairs and Student **Life Affairs**. Programs for new students are offered during the summer

and at the beginning of each term. A concurrent program for the families of new students is also provided with the assistance of the Director of Parent Relations. The Orientation Committee oversees all aspects of the orientation programs (i.e., academic advising, orientation sessions, Move-In Day, and Welcome Week).

Membership:

- ~~Assistant Academic Vice President~~ (co-chair)
- ~~Dean for of Student Campus Life~~
- Dean for Academic Advising and Achievement
- Dean of Admissions
- **Assistant Dean of Student Life for Student Involvement** ~~Director of Student Activities and Leadership~~
- **Assistant Dean of Student Life for Mission and Leadership**
- Director of Events and Conferences
- Director of Collegiate Seminar
- Registrar
- three faculty members, one each from the Schools of Liberal Arts, Science, and Economics and Business Administration, appointed by the Deans of the School
- three students, once each from the above-noted Schools, appointed by the Student Body President in consultation with the ~~Dean for of Student Campus Life~~
- the coordinator of Student Orientation Staff (SOS)

~~1.7.3.16 Committee on Student Advising~~

~~(Description pending)~~

1.7.3.17 Campus Athletic and Recreational Sports Committee

The Campus Athletic and Recreational Sports Committee provides guidance for intercollegiate athletic programs of the College, as well as with the programs for sports clubs, intramural sports, and recreational activities for the general College community. It is the responsibility of the Committee to review matters pertaining to these programs and to offer recommendations to the Director of Athletics, the **Provost** ~~Vice President for Student Affairs~~, and/or to the President of the College.

Meetings: Meets at least three times during the academic year.

Membership:

- Faculty Athletic Representative (appointed by the **Provost** ~~President~~), chairperson, one-year term
- two faculty members (appointed by the Academic Senate), three-year terms
- two administrator/staff members (appointed by the **Provost** ~~President~~ or designee), three-year terms
- four students (one man and one woman, appointed annually by the ASSMC President from the recreational sports program, and two representing, respectively, intercollegiate men's sports and intercollegiate women's sports, appointed annually by the Student-Athlete Advisory Committee from among its membership), one-year terms
- ~~Vice President for Student Affairs~~
- Director of Athletics

- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Assistant Director of Athletics and Recreational Sports

1.7.3.18 Career Development Center Advisory Board

The Career Development Center Advisory Board provides guidance and direction to the Career Development Center's planning and placement activities.

Meetings: Meets at least four times a year.

Membership:

- Director of Career Development Center
- Associate Director, Career Development Center
- Dean, Student **Life Development**
- Alumni Director
- Director, Parent Relations
- Career Counselor
- Experimental Learning Coordinator
- one faculty representative
- one administrative representative
- two alumni
- two undergraduate students
- two representatives from the business community
- a Career Placement Director from a local college/university
- a Human Resources recruiter

1.7.4.6 Committee on Teaching and Scholarship

Role: The Committee on Teaching and Scholarship serves as an advisory group to the **Dean Director for Mission and Faculty Development and Scholarship** and Scholarship in maintaining a faculty development program that endeavors to be responsive to the needs of the faculty. Members of the Committee contribute ideas regarding faculty development, the improvement of teaching and learning, and scholarly activities, and collaborate with the **Dean Director for Mission and Faculty Development and Scholarship** in faculty development events (e.g., lead discussion groups, facilitate workshops or engage in other activities that draw on an individual Committee member's expertise and interest.

Meetings: The Committee meets monthly throughout the academic year. Additional meetings may be called by the chair as needed.

Membership:

- **Dean Director for Mission and Faculty Development and Scholarship**, chairperson
- five elected faculty members, one from each School (two-year, staggered terms)
- three faculty members (one-year, renewable terms) appointed by the **Dean Director for Mission and Faculty Development and Scholarship** in consultation with the chair of the Academic Senate.

1.7.4.4 Academic Administrators Evaluation Committee

3. to identify and communicate to the College the qualities and skills which the faculty think are desirable in academic administrators. **To further this purpose, the academic administrators who are being evaluated are strongly encouraged to share *their interpretation* of the evaluation data with their respective relevant faculty body(ies) under his or her jurisdiction.**

Role: The Committee's role is to design and conduct periodic, systematic, and confidential evaluations of academic administrators **including Associate Deans Academic Deans, Vice Provosts Vice Presidents, the Provost,** and the President in order to assess their performance in matters substantially affecting the academic life of the College. **The Committee will verify that Academic Deans obtain appropriate faculty input for evaluations of Department Chairs and Program Directors. The Committee will consult with relevant supervisors to verify that they have obtained appropriate faculty input for the evaluations of non-academic Deans.**

1.7.5 STUDENT LIFE AFFAIRS COMMITTEES

~~1.7.5.1. Campus Athletic and Recreational Sports Committee (See 1.7.3.17)~~

~~1.7.5.2 Career Development Center Advisory Board (See 1.7.3.18)~~

1.7.5.13 Disciplinary Hearing Board

The Disciplinary Hearing Board recommends solutions or sanctions to the Dean of Student **Life Development and Leadership** and/or the Vice President for Student Affairs for matters referred to it concerning individual student and student organization disciplinary situations involving alleged violations of the Statement of Community Standards, the Student Code of Conduct, and College policies. ~~In matters involving student-on-student allegations of sexual assault or sexual harassment, the Disciplinary Hearing Board decides the sanction, if any, to be imposed, based on the findings and report of the campus investigator.~~ Members of the Disciplinary Hearing Board participate in orientation and training sessions as provided and requested by the **Associate Dean of Student Life Development and Leadership**. The Disciplinary Hearing Board meets on an as needed basis as determined by ~~a request of a student, the Associate Dean of Student Life Development or the Vice President for Student Affairs.~~ As disciplinary matters often require expedient resolution on a case-by-case basis, the chair of Disciplinary Hearing Board selects up to two of the student, faculty and administrator members to hear a particular referred case.

Membership:

- **Associate Dean of Student Life, facilitator chairperson,** ~~appointed by the Vice President, Student Affairs~~
- four students, appointed by the President of ASSMC, in consultation with the **Assistant Dean of Student for Campus Life for Student Involvement**
- four faculty, appointed by the chairperson, Academic Senate
- four administrators, appointed by the Vice **Provost President, Student Life Affairs**

1.7.5.4 Residence Life Advisory Board

The Residence Life Advisory Board advises the **Assistant Dean of Student for Campus Life for Housing and Residence Life** on matters pertaining to residential living.

Meetings: Meets at least twice a year.

Membership:

- **Assistant Dean of Student for Campus Life for Housing and Residence Life**
- Assistant Director of Residence Life
- **Assistant Dean of Student Life for Student Involvement** Director, Student Activities
- **Assistant Director of Athletics for Recreational Sports and Intramurals**, Student Recreation and Wellness
- two faculty appointed by chair, Academic Senate
- two members of Residence Life staff appointed by **Assistant Dean of Student for Campus Life for Student Involvement**
- three students elected by resident students

1.7.5.5 Student Health Committee

The Student Health Committee advises the Health Services staff and the Vice **Provost President** for Student **Life Affairs** on matters pertaining to student health services and issues, and coordinates an annual event that addresses student health concerns.

Meetings: Meets at least twice a year.

Membership:

- Dean, Student **Life Development** (chairperson)
- Director, Counseling Center
- **Assistant Director of Athletics for Recreational Sports and Intramurals** Director, Student Recreation and Wellness
- **Director Coordinator**, Women's Resource Center
- Dean, Intercollegiate Nursing Program (or designee)
- one Athletic Trainer
- College physician
- two faculty members appointed by chair, Academic Senate
- three students (one of whom must be a Resident Advisor) appointed by the President of ASSMC

1.7.5.6 Student Activities and Recreation Advisory Committee (Description pending)

1.7.5.7 Campus Student Life Committee

Role: The Campus Student Life Committee develops agenda for the Vice President of Student Affairs Cabinet and the Regents Student Life Committee that addresses student academic, social, spiritual, career, recreational, and physical needs and interests.

Membership:

- ~~Vice Provost President for Student Life Affairs, chairperson~~
- ~~Dean of Student Life Development~~
- ~~Dean for Campus Life~~
- ~~Director of Athletics~~
- ~~Director of Public Safety~~
- ~~Director of Student Activities and Leadership~~
- ~~four students from the Executive Committee of the ASSMC, one year term~~
- ~~one student Resident Advisor, appointed by Resident Advisors, one year term~~
- ~~one student athlete, appointed by the Student Athlete Advisory Committee, one year term~~

Meetings: ~~Meets at least twice per term.~~

1.7.5.6 Alcohol and Other Drug Committee

Reports to: Dean of Student **Life Development**

Membership:

1. 3 appointed students (one appointed by the ASSMC President for a one academic year term, one appointed by the **Assistant Dean of Student Life for Student Involvement** ~~Director of Student Activities~~ for a two academic year term, and one student appointed by the Dean of **Student Campus Life** for a two academic year term)
2. 2 appointed faculty (appointed by the Academic Senate Chair, one for a one-year term and one for a two-year term)
3. 4 appointed staff (one appointed by the Dean of **Student Campus Life**, one appointed by the **Assistant Dean of Student Life for Student Involvement** ~~Director of Student Activities~~, one appointed by the Director of Human Resources, one appointed by the Director of Athletics)
4. 2 staff by-right-of position (Director of the Alumni Office, Health Educator from the Health and Wellness Center)

Charge:

The AOD Committee's purpose is to support the legal and responsible use of alcohol while reducing the high-risk behaviors and negative consequences associated with the use of alcohol and other drugs. The committee's activities include:

1. promoting forums for campus dialogue and educational opportunities concerning alcohol as well as illicit and illegal drugs;
2. reviewing the College's policies, procedures and practices regarding alcohol and other drugs; and
3. conducting the biennial review of the College's drug prevention program (in compliance with the Drug-Free Schools and Communities Act Amendments of 1989).

Meetings: Meets at least once per term.

1.7.6 ADMINISTRATION/CHIEF FINANCIAL OFFICER COMMITTEES

1.7.6.1 Budget and Planning Committee Taskforce

(Description pending)

Technology ~~Advisory~~ Coordinating Committee*Role:*

The Technology Advisory Committee (TAC) is charged by the President of the College to review and/or formulate academic and administrative technology policies and procedures and to make recommendations for consideration by the Budget Committee, Cabinet, and President. TAC is also charged with the following responsibilities:

- facilitate the development of a strategic plan for technology, annual technology action plans, annual technology assessments, and revisions in the College's strategic plans as they relate to technology;
- solicit input from the campus community to assess the effectiveness of technology planning and to inform subsequent technology planning processes;
- solicit departmental technology plans and related technology requests;
- recommend prioritization of funding requests and appropriations for technology as they relate to annual action plans and the College's strategic plans;
- survey "best practices" in technology use and implementation at other colleges and universities to inform recommendations for technology at the College;
- keep the campus community informed about technology issues, trends, and plans;
- advocate the use of technology as a vehicle for advancing the College's mission and strategic plans.

TAC may also convene ad hoc task forces to gather information and develop recommendations on specific issues. Membership on task forces may be drawn from members of the campus community who are not members of TAC.

Membership:

- Provost, chairperson
- Vice President for Finance, vice-chair
- Vice President for Advancement and Planning or designee
- Vice President for College Communication or designee
- Vice Provost for Student Life or designee
- Chief Technology Officer
- Dean for Academic Resources
- Registrar
- one faculty representative from each School
- a representative from the Academic Senate

The Chief Technology Officer and/or designee supports the TAC. Members of the campus community may attend TAC meetings by invitation to provide additional support and input.

~~The Technology Coordinating Committee provides a forum for the discussion of all major policy issues related to technology at the College. The TCC appoints subcommittees to discuss particular issues, and forwards recommendations to the appropriate Vice President. Issues may be identified by the TCC, or may be forwarded to the TCC either by the Academic Senate or by the Associated Students of Saint Mary's College.~~

~~Membership of the TCC includes the Vice President for Administration/CFO and the chair of the Academic Senate or his/her designee as co-chairs, four faculty representatives appointed by the chair of the Academic Senate to two year terms, the Director of Information Technology, the Head of Library Systems and Media Services, the SMC Webmaster, one representative each from Student Affairs, Enrollment Services, and Planning and Advancement, two student representatives appointed by the ASSMC.~~

1.7.7 **ADVANCEMENT AND PLANNING AND ADVANCEMENT COMMITTEES**

1.7.7.1 **Advancement and Planning and Advancement Committees**

Depending on the nature of the plans for development of the College, the Vice President for **Advancement and Planning and Advancement** is advised by committees of the Trustees, Regents, alumni, faculty, administrators and students interested in the specific projects at hand. Included are such committees as the Regents' Development Committee, the Regent advisory committees to the various Schools and departments of the College, and the Alumni Board of Directors, and the Campus Planning Committee.

1.7.8 **ENROLLMENT SERVICES COMMITTEES**

1.7.8.1 **Enrollment Group**

The Enrollment Group brings together College department managers and staff leaders who play important roles in the recruitment, admission, enrollment and retention processes. As a working group of department leaders, it seeks to ensure that the efforts of the various areas are coordinated and cohesive for the benefit of the students.

Membership:

- Vice **Provost President** for Enrollment Services (chairperson)
- Dean of **Student for Campus Life**
- Dean of Academic Advising and Achievement
- Dean of Admissions
- Dean for Academic Development
- Director of Financial Aid
- Director of Articulation and Transfer/**Associate Registrar**
- **Assistant Dean of Student Life for Residence Life**
- ~~Director of Student Activities~~
- Registrar
- Controller
- Assistant Controller
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Coordinator, International Recruitment and Admissions

1.7.9 **MISCELLANEOUS COMMITTEES AND FACULTY REPRESENTATIVES**

1.7.9.2 **Hearst Art Gallery Advisory Board**

The Hearst Art Gallery Advisory Board provides the Director of the Hearst Art Gallery with advice and assistance in policy formation, collection development, exhibition planning, budgeting, fundraising, and public relations. Members include one representative each from

the Art department faculty, the **Advancement and Planning Development** office, the Academic Senate, the ASSMC Senate, the Alumni Association, the Christian Brothers, and three Regents and other such members as are appointed by the Director of the Gallery, the total Board membership to be no less than 11, nor more than 25. The chairperson of the Board is appointed by the Gallery Director. The Board meets four times yearly.

1.7.9.4 Faculty Handbook Review Committee

Role: The *Faculty Handbook* Review Committee meets as often as needed to prepare publication of the *Faculty Handbook* (see Revision Procedures for the *Faculty Handbook*, section 1.8).

Membership:

- Dean for Academic Development (chairperson)
- **Provost Academic Vice President**
- Chairperson, Academic Senate
- Director for Human Resources
- General Counsel
- President

The chairperson of the Academic Senate may invite Senators or faculty representatives who have authored changes to the *Faculty Handbook* to a meeting of the Review Committee during times when the relevant section(s) will be discussed.

1.7.9.5 Faculty Representative to the Board of Trustees (moved, unchanged, from 1.7.3.3)

1.7.9.6 Faculty Representative to the Alumni Board of Directors (moved, unchanged, from 1.7.3.4)

1.8 **REVISION PROCESS OF THE *FACULTY HANDBOOK***

The content of the *Faculty Handbook* is of three categories:

- a. descriptive and informational material, such as hours of operation for health services or duplicating services, directions for use of the telephone system, descriptions of facilities in the library, etc.;
- b. definitions and procedures that have the force of creating or changing policies, such as sabbatical or rank and tenure procedures, rather than merely describing them; and
- c. material that combines the two functions (a and b), such as charts describing institutional organization or committee structure and reporting.

The revision process has three types of procedures:

1. Material in Category (a) is routinely collected and updated by the Dean for Academic Development for each revision of the *Handbook*. When in doubt about the nature of the material, the Dean should consult with the chair of the Academic Senate and the **Provost Academic Vice President** and, when appropriate, the President, as prescribed in procedure 3, below, before proceeding to revise that section. Changes to material in

Category (a) can occur and revised pages can be circulated to faculty to update their *Handbooks* at any time.

2. Material proposed by the Senate requires the approval of the ~~Provost Academic Vice President~~; material proposed by the administration and/or the ~~Provost Academic Vice President~~ requires consultation with the Academic Senate. Changes or additions to material in Category (b) that have been approved by the Academic Senate and the ~~Provost Academic Vice President~~ are collected through the academic year by the Dean for Academic Development. On or about February 20 of each year, the Dean for Academic Development distributes to members of the *Faculty Handbook* Review Committee all changes or additions to be considered by that Committee. During the first two weeks of March in each academic year, changes to material in Category (b) are reviewed by the Committee. Academic Senate members or faculty representatives who authored changes may be invited to be present during discussion of the section(s) in which they were involved. Changes agreed upon by the Committee are presented to the President for his approval in consultation with the Board of Trustees each year at its May meeting. Changes not agreed upon are returned to the appropriate Senate or faculty representative, or administrator for revision.
3. Any material in Category (c) must be reviewed by the chair of the Senate, the Dean for Academic Development, the ~~Provost Academic Vice President~~, and by the President. If all four agree on the nature of the material, it will be treated according to procedure 1 or 2 as jointly agreed upon. If there is disagreement, then such material will be revised only through process 2.

The Dean for Academic Development is responsible for publishing and updating the *Faculty Handbook*. Entries ~~that which~~ have been revised bear a notation to that effect on the pages **of the Index, which record changes over several years.** ~~revised, with the date of revision.~~ **In addition, all the changes for a given year are presented in order in a separate section following the Index, with strikeouts indicating eliminated words and passages and bolding indicating added words and passages.**

2.1.1.1

Terminal Degrees

A doctorate is normally considered to be a terminal degree. Any department wishing to propose another degree as terminal in a specialized field (e.g., the M.F.A. in Creative Writing) should make its case as clearly and fully as possible before the hiring process begins for any position that may be affected. The Educational Policies Board shall initially review such proposed non-doctoral terminal degree designation, and shall review all such designations every six years thereafter. Upon such a review they shall recommend approval or disapproval to the Academic Senate. Upon the approval by the Senate, non-doctoral terminal degrees are subject to final approval by the ~~Provost Academic Vice President~~. Any person hired as having the appropriate terminal degree and who has continued in the same position shall be considered to have permanent approval even if at some later date another degree is designated as terminal for that position. Such initial and permanent approval will appear in that faculty member's contract.

2.1.1.2

Exceptional Candidate Appointments (For Such a Rank)

When the proposed faculty member does not have the terminal degree, but shows clear promise of superior performance as a teacher, has scholarly achievement and service commensurate with the proposed rank, the ~~Provost Academic Vice President~~ will seek a

recommendation from the Rank and Tenure Committee for a finding of exception to requirement of the doctorate or an acceptable alternative degree to appoint at the rank of Assistant, Associate or Full Professor. A finding of exception by the President upon recommendation of the **Provost Academic Vice President** is unalterable. Such findings for exceptional appointment shall be sought only for initial appointments and may not be used for extensions of current appointments.

2.1.2 NON-TENURE-TRACK FACULTY

Adjunct Faculty: An annual, renewable, non-tenure-track appointment which is made to an individual who does not hold a full-time academic appointment elsewhere, excepting individuals on leave from such an appointment. Adjunct appointments are for five courses or more, including administrative duties, are paid on a pro-rata basis, and carry non-teaching duties as enumerated in section 2.11.2, proportional to the extent of instructional duties contained in the appointment. Any adjunct position must be reviewed after two years and a determination made whether to change that position into a tenure-track position. No adjunct appointments may be continued as such for more than three consecutive years without a specific ruling by the **Provost Academic Vice President**, in consultation with the Deans in those Schools that would be impacted by a change in that position, explaining the necessity for continuing the position in such a way and offering a time-table for conversion to tenure track or reduction to less than 5/7. Although Adjunct Faculty are paid at differing levels corresponding to the full-time salary scale, they hold the title of Adjunct Faculty.

Lecturer: All non-tenure-track faculty who are paid on a per-course, per-unit or per-workshop basis hold the academic title of Lecturer. Lecturers have none of the additional duties as described in section 2.11 and are placed on the Lectureship salary per-course scale for the program to which they are appointed. Lecturer appointments are made on per-unit, per-course, or per-workshop basis only. Lecturer appointments remain non-tenure track appointments regardless of the number of courses taught in an academic year or the number of annual contracts entered into between the Lecturer and the College over time. If a Lecturer is appointed by the President to teach more than one course, unit, or workshop in an academic year, that Lecturer is not entitled, as a result of such appointment(s), to receive benefits that are available to adjunct faculty teaching five or more courses (see section 2.14). The appointment of a Lecturer to teach more than one course, unit, or workshop in an academic year is subject to the prior approval of the **Provost Academic Vice President**, in consultation with the Dean(s) of the School(s) in which such Lecturer's services are to be retained.

2.1.3 EMERITUS/EMERITA

4. Procedure for promotion to Professor Emeritus/Emerita:

- d. Recommendation from the Rank and Tenure Committee will be forwarded by the chair to the President for his approval. In the event that the **Provost Academic Vice President** does not agree with the recommendation, the **Provost Academic Vice President** will forward the Committee's recommendation, along with his/her own recommendation to the President. The President makes the determination whether to grant the Professor Emeritus/Emerita Award.

Certain administrative positions make the holder responsible for the character and quality of a major academic unit within the College. Because such positions involve responsibility for curriculum and for academic quality, review of faculty, and expectations of leadership over issues that affect the academic enterprise of the College as a whole, they are inherently academic in nature. These positions are the **Provost, the Vice Provost of Academic Affairs, Academic Vice President** and each Dean of a School. When an individual is appointed to one of these positions on a regular basis, that is, other than as Acting or Interim Dean, he/she will also be appointed as a ranked faculty member associated with a department either on tenure track or tenured. Although there is no such status as administrative tenure, he/she has faculty retreat rights, that is, the right to assume the position of a full-time faculty member of the College upon leaving the administrative position.

Assignment to a department will be made by the **Provost Academic Vice President** (by the President in the case of the appointment of the **Provost Academic Vice President**) in consultation with the department involved. For appointments at the ranks of Associate Professor and Full Professor, the Rank and Tenure Committee will be consulted prior to the appointment about the rank and the tenurability of the appointee, as specified in Selection/Appointment of Ranked Faculty, section 2.3.1.

An administrator as defined in this section, who is also a ranked faculty member, agrees to the provisions of this *Faculty Handbook* which are applicable to his/her faculty ranks.

A ranked faculty member who assumes an administrative position at the College that does not carry ranked faculty status nonetheless continues to be a ranked faculty member; however, ranked faculty status is not thereby transferred to the administrative position.

The President may decide to allow an existing or new administrative position to carry ranked faculty status. A proposal to incorporate ranked faculty status into a new or existing administrative position must originate in the Academic Senate and be approved by the **Provost Academic Vice President** before being considered by the President. If an administrative position is converted to an administrative position with ranked faculty status, the incumbent at the time of conversion, if not already tenured as a faculty member, may be granted tenure and/or retreat rights at the discretion of the President (under the procedures described above for the granting of tenure and retreat rights to individuals assuming an administrative position with ranked faculty status). Any teaching under this provision must follow the procedures for approval and notification listed in section 2.1.5 below.

An administrator in a non-academic position may be appointed temporarily to an academic rank and departmental affiliation by the President if all of the following conditions are satisfied:

1. All the criteria for that rank must be met by the individual and reviewed by the **Provost Academic Vice President**, the chair of the department and the Dean of the School with which the individual will be affiliated. The **Provost Academic Vice President** will make a recommendation of the appropriate rank to the President. If the rank proposed is Associate Professor or Full Professor, the **Provost Academic Vice President** will also consult the Rank and Tenure Committee prior to advising the President.

2. Any teaching in the department or program designated or in any other area is only by invitation of that department or program and requires the consent of the appropriate Dean, the approval of the administrative person's supervisor, and proper notification to the **Provost Academic Vice President**. Continued teaching is subject to departmental need and a regular review of the individual's teaching effectiveness. Teaching under this provision does not imply or confer academic salary nor any rights toward sabbatical or tenure.
3. Under this provision the position does not carry ranked faculty status and does not confer retreat rights on the individual.

The term of appointment is one academic year and may be extended by the President in writing after the first year for a period not to exceed the period of employment as an administrator.

[The only changes in the following three sections were changes of title from “Academic Vice President” to “Provost,” except for the note on section 2.2.4]

2.2 TYPES OF APPOINTMENTS

2.3 SELECTION AND APPOINTMENT PROCEDURES

2.4 EVALUATION OF ADJUNCT FACULTY

2.2.4 REDUCED SERVICES (TENURED APPOINTMENT)

(See section 2.13.2.2 “Personal Leave” and 2.13.2.3 “Scholarly Leave” which replace the following section of 2.2.4)

~~Tenured and tenure track faculty may request a temporary reduction (not less than four courses per year) in teaching load, for scholarly pursuits, accompanied by a proportional reduction in compensation and health benefits (See, also Sections 2.14.3 and 2.13.2). These faculty will not be entitled to coverage in the dental, vision, life and long term disability programs unless the premiums are paid entirely by the faculty member. Tenured faculty in this category retain faculty status and privileges, including eligibility for sabbatical leave. Tenured faculty under this provision may consider each 7/7 course load of accumulated service rendered as one year of service toward eligibility for sabbatical. Ranked faculty not yet tenured retain faculty status and appropriate privileges and may consider each 7/7 course load of accumulated service rendered as one year of service toward eligibility for tenure.~~

2.5 RANK AND TENURE RECORDS

2.5.1 FACULTY RANK AND TENURE FILE

Faculty members may review their Rank and Tenure files in the Office of ~~the Academic Affairs Vice President~~ 24 hours after receipt of a written request by that office. File review guidelines are in the Office of ~~the Academic Affairs Vice President~~.

2.5.2 FACULTY RANK AND TENURE ROSTER

(See section 2.6.2.1.1.)

2.6 PROMOTION AND TENURE

2.6.1 STATEMENT ON CRITERIA FOR PROMOTION AND TENURE

2.6.1.1 Additional Criteria

Tenure: In addition to the criteria cited above, the following are included in view of the nature of tenure:

1. The needs of the College and the department;
2. The possession of the doctorate or other appropriate terminal degree, or its equivalent;
3. A special emphasis on the contribution and commitment to the aims and ideals of the College, and an active interest in the quality of the curriculum and the ability to work well with colleagues.

Promotion: The following special criteria apply to various ranks:

1. Assistant Professor
 - a. possession of the doctorate or other appropriate terminal degree or its equivalent is normally expected.
 - b. a promise of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1, Statement on Criteria for Promotion and Tenure).
2. Associate Professor
 - a. possession of the doctorate, other appropriate terminal degree, or its equivalent ;
 - b. evidence of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1, Statement on Criteria for Promotion and Tenure);
 - c. since the rank usually accompanies tenure, note criteria for tenure above.
 - d. in cases where the faculty member is being considered at the same time for tenure and promotion to Associate Professor and is awarded tenure at that time, the decision to award tenure will also result in a concurrent promotion to the rank of Associate Professor.
3. Full Professor
 - a. possession of the doctorate, other appropriate terminal degree, or its equivalent;
 - b. high level of teaching effectiveness and continued development of teaching expertise, and
 - c. evidence of highly effective service to the College community in and beyond the level of the department, and

- d. significant scholarly achievement, evidenced at least in part by peer review and public presentation among academic colleagues outside the College, and
- e. a special emphasis on the contribution and commitment to the aims and ideals of the College, an active interest in the quality of the curriculum and the ability to work productively with colleagues.

Note: The President and the Provost, at their respective levels of independent review for promotion and tenure, will consult with the College's Director of Human Resources to ascertain if, during the time in which the candidate has been employed at the College, there has been a determination of a violation of the College's non-discrimination and/or retaliation policies, including but not limited to the College's policy prohibiting sexual harassment. If such a violation has been found, the President may take that finding into account when making a final decision regarding the faculty member's candidacy for promotion and/or tenure.

[This paragraph was approved by the Board of Trustees, May 21, 2004, at the request of the President, but the wording of this section is still under consideration by the Academic Senate, which has not yet approved this wording.]

2.6.2 PROCEDURES FOR PROMOTION AND TENURE

2.6.2.1 Eligibility

It is the responsibility of the faculty member to keep track of the schedule of Rank and Tenure reviews, and to keep those involved in the Rank and Tenure process apprised of an appropriate address and telephone number during the deliberation of the Rank and Tenure Committee and the considerations of the ~~Provost Academic Vice President~~. As a matter of courtesy, on or before June 15 of each year the ~~Provost Academic Vice President~~ shall remind each person eligible for promotion or tenure. Those persons who are to be considered shall submit to the chair of the Rank and Tenure Committee, on or before September 1 for interim review and on or before October 15 for promotion, tenure, or pre-Professor review, the appropriately completed forms and whatever other information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.).

2.6.2.1.1 Faculty Rank and Tenure Roster

By September 1 of each year, the ~~Provost Academic Vice President~~ will publish and the chair of the Rank and Tenure Committee will distribute to the faculty and the Student Rank and Tenure Committee a final *Faculty Roster* of tenure-track faculty (those who hold academic rank and who carry a full-time instructional load per scholastic year, those in the above category whose instructional and/or administrative duties have been the equivalent of a full-time instructional load, and those in the above category who (1) are on official full- or part-time academic, sick, family or medical leave, or pregnancy leave; (2) have tenure and are on sabbatical; (3) have tenure and have taken the option of a reduction in the full-time instructional load). The *Faculty Roster* will include the rank and number of years teaching at the College and at other colleges and the tenure status of each member.

2.6.2.1.2 Promotion

Faculty members will be considered for promotion in the year in which they reach the top step for their rank. They may choose to apply one year before they reach the top step for their rank, or they may choose to defer consideration for promotion until the first or second year after they reach the top step of their rank. Faculty must be considered for promotion in one of those four years. If promotion is denied, any subsequent request for said promotion is at the option of the faculty member; the application must adhere to the procedure described in section 2.6.2.2.

2.6.2.1.3 Tenure

The normal length of probationary tenure-track letters of appointment is one year; all such letters of appointment are eligible for consideration for annual renewal. The total length of the probationary tenure-track period at the College will not exceed seven years. Faculty appointed to a probationary tenure-track position can have up to a maximum three years of prior experience recognized toward tenure. Scholarly leave of absence for one year or less will count as part of the probationary period. In the case where a faculty member already has been granted the maximum years towards tenure (three), whether or not the scholarly leave of absence will count as part of this probationary period is subject to prior approval by the **Provost Academic Vice President**.

Tenured appointments are permanent appointments which may be terminated under conditions noted in section 2.8.5, with the burden of proof resting upon the College.

2.6.2.2 Faculty, Department and School Procedures

Sections 2.6.2.2 through 2.6.2.2.2 became effective July 1, 1998.

There are three distinct types of review: promotion, tenure, and interim reviews. In a given year a faculty member moving toward promotion and tenure can have overlapping reviews. In all cases, it is the faculty member's responsibility to be knowledgeable about his/her schedule for review. Department/School interim reviews, Rank and Tenure interim reviews, and tenure reviews occur according to the length of the candidate's in-residence probationary period. Promotion reviews occur according to the candidate's placement on the salary scale (see section 2.6.2.1.2).

Interim and Tenure Review Cycle by Length of In-Residence Probationary Period

	Seven Years (No years granted toward tenure)	Six Years (One year granted toward tenure)	Five Years (Two years granted toward tenure)	Four Years (Three years granted toward tenure)
1.	No Review			
2.	Dept/School Interim Review	No Review		
3.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review

4.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
5.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
6.	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review
7.	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary
	Note: The timing of promotion reviews by the Rank and Tenure Committee depends upon the candidate's initial placement on the salary scale (see section 2.6.2.1.2)			

Document Requirements

All original documents from all parties should be directed to the Office of ~~the Academic Affairs Vice President~~ so they may be placed in the Rank and Tenure file.

Candidates should send copies of their self-evaluations for interim review, and Form A for tenure and promotion reviews to the department chairs/program directors and academic Deans of the Schools in those areas in which the candidate teaches more than one course per year; chairs and program directors should send copies of their evaluations to their Deans.

2.6.2.2.1

Interim Reviews Conducted by the Department/Program/School

1. The interim review process provides the candidate, the department, the School, the Rank and Tenure Committee, and the **Provost** ~~Academic Vice President~~ with the opportunity for adequate consideration over a reasonable period of time. All faculty moving toward promotion or tenure will have periodic reviews. There are two kinds of interim reviews, those conducted by the department/program/School (this section) and those conducted by the Rank and Tenure Committee (see section 2.6.2.2.2). It is the faculty member's responsibility to be knowledgeable about his/her schedule for interim reviews.
 - a. All probationary candidates shall be reviewed by their department/ program/School in the year(s) prior to the interim reviews conducted by the Rank and Tenure Committee. The department/program/School reviews occur according to the length of the candidate's in-residence probationary period. (See chart in section 2.6.2.2.)
 - b. Exceptions to the interim review schedule are to be granted only by the **Provost** ~~Academic Vice President~~ in consultation with the Rank and Tenure Committee.
 - c. Department chairs and program directors shall complete these reviews on or before October 15.
2. The chairperson or program director is responsible for conducting department/program interim reviews of probationary candidates whose primary responsibilities lie in that department or program. If the chairperson or program director is not tenured nor on

the Rank and Tenure roster, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with the tenured members of the School, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chairperson or director is charged with preparing a thorough written review of the candidate's performance in each criterion area (see section 2.6.1), which shall be provided to the faculty member and the Dean. A review shall include class visitations, formal consultation with other members of the department or program, including all ranked members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a recommendation on reappointment or termination. In cases where the chairperson or program director, in formal consultation with ranked members of the department or program, does not recommend reappointment, the Dean of the School shall review the case and send it on to the Rank and Tenure Committee along with his/her own written recommendation, as prescribed in procedure 5 below.

3. A department chairperson or director of a program will solicit a letter from any other chairperson or director of a program in whose department or program the faculty member being reviewed has taught more than one course during each of the last three years (see sections 1.4.2.2.1 and 2.6.1.1).
4. A Dean of a School is responsible for ensuring that interim review procedures are correctly applied at the School level for all faculty whose primary responsibilities lie in a department of that School. A Dean of a School is not required to evaluate faculty whose primary responsibilities lie in a department outside the School, but who teach in the School.
5. In the case of an interim review of a probationary candidate conducted by the department chairperson or program director: If a Dean of a School concurs with the recommendation for reappointment, he/she shall inform the **Provost Academic Vice President** and the chair of the Rank and Tenure Committee in writing on or before November 1; if the Dean of a School disagrees with the recommendation of reappointment, or agrees with the recommendation of termination, or disagrees with the recommendation of termination, the Dean shall send to the Rank and Tenure Committee, on or before November 1, the written recommendation of the department chairperson or program director together with his/her own written recommendation, stating the reasons for agreeing or disagreeing with the departmental recommendation. The Rank and Tenure Committee shall consider all evidence before making its recommendation, on or before December 1, to the **Provost Academic Vice President**.

2.6.2.2.2 Interim Reviews Conducted by the Rank and Tenure Committee

1. *All probationary tenure-track candidates* must have two interim reviews by the Rank and Tenure Committee prior to the year in which they are to be reviewed for tenure. These interim reviews will occur in the second year prior to the tenure year and in the first year prior to the tenure year, respectively. (See chart in section 2.6.2.2.)
2. *Tenured Associate Professors.* One interim review by the Rank and Tenure Committee shall occur for tenured Associate Professors. A person who is tenured but has yet to be considered for Full Professor must have an interim review before being considered for

Full Professor. A candidate may choose to schedule this interim review no less than two years after tenure, nor more than four; however, in an instance in which a Full Professor consideration occurs in the first or the second year after tenure, there will be no need for an interim review.

3. Exceptions to the interim review schedule are to be granted only by the **Provost** ~~Academic Vice President~~ in consultation with the Rank and Tenure Committee.
4. On or before June 15 of each year, the **Provost** ~~Academic Vice President~~ shall remind faculty members of their impending reviews. Those persons to be considered for interim review, except pre-Professor, shall submit to the chair of the Rank and Tenure Committee, on or before September 1, whatever self-evaluation and appropriate information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.). Those persons to be considered for pre-Professor review shall submit these materials to the chair of the Rank and Tenure Committee, on or before October 15. The candidate shall remind all chairpersons and program directors in which areas/departments/programs the candidate has taught of their responsibilities to provide their evaluations of the candidate to the chair of the Rank and Tenure Committee.
5. The chairpersons, program directors, and Deans shall then submit letters of evaluation for interim review candidates, to the chair of the Rank and Tenure Committee, on or before October 15 for department chairs and program directors, and on or before November 1 for Deans. Letters of evaluation for pre-Professor review candidates shall be submitted to the chair of the Rank and Tenure Committee and to the appropriate Dean by department chairs and program directors, on or before December 1, and by Deans on or before December 15.
6. The chairperson or program director is responsible for conducting department/program interim reviews of probationary candidates whose primary responsibilities lie in that department or program. If the chairperson or program director is not tenured nor on the Rank and Tenure roster, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with the tenured members of the School, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chairperson or director is charged with carrying out a thorough review of the candidate's performance in each criterion area (teaching, scholarship, service). A review shall include class visitations, formal consultation with other members of the department or program, including all ranked members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a recommendation on reappointment or termination. In addition, a department chairperson or director of a program is responsible for those interim review procedures dealing with teaching effectiveness, the needs of the College and the department, the quality of the curriculum, and the ability to work well with colleagues at the departmental level for all faculty who have taught more than one course in the department during each of the last three years (see sections 1.4.2.4.1 and 1.4.2.3.18).
7. A Dean of a School is responsible for ensuring that interim review procedures are correctly applied at the School level for all faculty whose primary responsibilities lie in a department of that School (see section 1.4.2.2.1). Unless requested by the Rank and

Tenure Committee, a Dean of a School is not required to evaluate faculty whose primary responsibilities lie in a department outside the School, but who teach in the School.

2.6.2.2.3

Promotion and Tenure Reviews (effective July 1, 2000)

1. On or before June 15 of each year, the ~~Provost Academic Vice President~~ shall provide a written reminder to faculty members of their impending reviews. Those persons to be considered shall submit to the chair of the Rank and Tenure Committee, on or before September 1 for interim review, and on or before October 15 for promotion, tenure, or pre-Professor progress reviews, whatever self-evaluation and appropriate information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.). A faculty member who has previously been denied promotion and who wishes to be considered for promotion in the current year, must inform the ~~Provost Academic Vice President~~ no later than September 1.
2. On or before September 1 of each year, the ~~Provost Academic Vice President~~ shall provide a written reminder to the Deans of the Schools and the chairpersons of departments or directors of programs of the names of their faculty members who are to be considered for promotion or tenure. The chairpersons so notified shall then submit to the chair of the Rank and Tenure Committee, on or before October 15 for interim reviews, and on or before December 1 for promotion, tenure, or pre-Professor progress reviews, the appropriately completed forms and whatever other information they deem important to the consideration of their faculty members. The Deans so notified shall then submit to the chair of the Rank and Tenure Committee, on or before November 1 for interim reviews, and on or before December 15 for promotion, tenure, and pre-Professor progress reviews, a letter of recommendation and whatever other information they deem important to the consideration of their faculty members.
3. The chairperson or program director is responsible for conducting departmental/program promotion and tenure reviews of candidates whose primary responsibilities lie in that department or program (see sections 1.4.2.4.1 and 1.4.2.3.18). If the chairperson or program director is not tenured nor on the Rank and Tenure roster, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or programs, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with the tenured members of the School, shall select a tenured member of the School to carry out the reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. In addition, a department chairperson or director of a program is responsible for reviewing all other faculty who have taught in the department or program during the last four years and who are being considered (see sections 1.4.2.4.1 and 1.4.2.3.1.8).
4. A Dean of a School is responsible for promotion and tenure review at the School level for all faculty whose primary responsibilities lie in a department or program of that School. Unless requested by the Rank and Tenure Committee, a Dean of a School is normally not required to evaluate faculty whose primary responsibilities lie in a department or program outside the School, but who teach in the School.
5. On or before June 15 of each year, the ~~Provost Academic Vice President~~ shall notify the academic community, by means of a published list, of those persons who are to be considered for promotion or tenure. Members of the academic community will receive, as appropriate, Forms A or B. Form A is to be submitted by candidates for promotion

or tenure. Form A asks the candidate for promotion or tenure to address the appropriate criteria listed in this *Faculty Handbook*, and to provide supporting evidence. Form B is to be submitted by the candidate's departmental or program chair. Form B asks the candidate's department or program chair to address the candidate's credentials in light of the *Handbook* criteria, to consider the assessments of the candidate's departmental or program colleagues, and to make an individual recommendation. The candidate's colleagues are asked individually to recommend promotion or tenure, addressing the *Handbook* criteria. Members of the academic community will submit to the chair of the Rank and Tenure Committee, before November 1, letters of evaluation. All letters of evaluation are confidential. Any such letters received by the Dean of the School, a department chairperson and by the Student Rank and Tenure Committee should be forwarded immediately to the chair of the Rank and Tenure Committee to be placed in the candidate's confidential Rank and Tenure file.

The calendar dates listed below indicate deadlines for submission of important materials for promotion, tenure, pre-Professor progress, and interim reviews conducted by the Rank and Tenure Committee. These dates have been established in order to allow for an orderly, efficient, and timely deliberation process for the Rank and Tenure Committee and the candidates for review. In particular, these dates have been established to provide useful and formative advice for interim review candidates and timely notification for promotion and tenure candidates.

Faculty should treat the deadlines as collegial guidelines. If a candidate for review anticipates a delay in the submission of evaluation materials, then the chair of the Rank and Tenure Committee should be notified in writing prior to the calendar deadline. The chair of the Rank and Tenure Committee and the candidate must negotiate a mutually agreed upon submission date and inform the department chair or program director, Dean, and the Rank and Tenure Committee.

The Rank and Tenure Committee, **Provost Academic Vice President**, and President will endeavor to complete their work consistent with the schedule outlined in the calendar. These dates should not be interpreted as guaranteed by the candidates. Therefore, a missed deadline by the Rank and Tenure Committee, **Provost Academic Vice President**, or President is not an event subject to Grievance (see section 2.16). The President will notify candidates in writing of any significant delay in the decision process.

On or before:	
June 15	<ul style="list-style-type: none"> • Draft Rank and Tenure Roster is distributed. • Rank and Tenure Committee chair reminds faculty, department chairs/program directors and Deans of the impending reviews and the pertinent review dates.

September 1	<ul style="list-style-type: none"> • Final Rank and Tenure Roster is distributed. • Rank and Tenure Committee chair gives a list of candidates to the Student Rank and Tenure Evaluation Committee, which initiates the Student Rank and Tenure process. • Rank and Tenure chair reminds all faculty that letters of evaluation for candidates for promotion to Professor or tenure are due no later than December 15. • All candidates to be considered by the Rank and Tenure Committee for interim review, except for pre-Professor, must submit self-evaluations, together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors.
October 15	<ul style="list-style-type: none"> • All candidates to be considered by the Rank and Tenure Committee for promotion, tenure, or pre-Professor review must submit Form A together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors. • Chairs/program directors submit letters of evaluation for candidates for interim review.
November 1	<ul style="list-style-type: none"> • Deans submit letters of evaluation for all candidates for interim review to the Rank and Tenure chair. • Rank and Tenure chair circulates to the faculty a list of complete/incomplete interim review files.
December 1	<ul style="list-style-type: none"> • Chairs/program directors submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.
December 15	<ul style="list-style-type: none"> • Deans submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. • Faculty submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. • The Rank and Tenure chair sends letters to all faculty who were under interim review, with copies to the candidate's dean and department chair or program director. A copy of this letter is also sent to the Provost Academic Vice President. • Rank and Tenure chair circulates to the faculty a list of complete/incomplete promotion, tenure, or pre-Professor review files.
January 15	<ul style="list-style-type: none"> • The Provost Academic Vice President sends letters to all faculty who were under interim review regarding renewal/non-renewal of contracts, with copies to the candidate's dean and department chair or program director. • Student Rank and Tenure Evaluation Committee submits letters of evaluation of candidates for promotion and/or tenure.
March 15	<ul style="list-style-type: none"> • The Rank and Tenure chair sends letters to candidates for tenure, with copies to the candidate's dean and department chair or program director and the President. A copy of this letter is also sent to the Provost Academic Vice President. • The Provost Academic Vice President will inform in writing the candidates for whom he/she is considering a negative recommendation

	of that fact.
April 1	<ul style="list-style-type: none"> • The Provost Academic Vice President sends letters of recommendation of candidates for tenure to the President.
May 1	<ul style="list-style-type: none"> • The President sends out letters to candidates for tenure, with copies to the candidate's dean and department chair or program director. • The Rank and Tenure chair sends out letters to candidates for promotion and pre-Professor review, with copies to the candidate's dean and department chair or program director. A copy of this letter is also sent to the Provost Academic Vice President.
May 15	<ul style="list-style-type: none"> • The Provost Academic Vice President sends letters of recommendation of candidates for promotion to the President, with copies to the candidate's dean and department chair or program director. • The Provost Academic Vice President sends letters to faculty subject to pre-Professor review, with copies to the candidate's dean and department chair or program director.
May 31 June 30	<ul style="list-style-type: none"> • The President sends letters to candidates for promotion, with copies to the candidate's dean and department chair or program director.

2.6.2.2.4

Review of Department Chairperson or Program Director

When a department chairperson or program director is scheduled to have a promotion, tenure or interim review, the **Provost Academic Vice President**, appropriate School Dean and that chairperson or director will consult and select a tenured faculty member, normally from that department or program, who will serve as chairperson for the purpose of the review of that department chairperson or program director as described in sections 2.6.2.2.1 to 2.6.2.2.3.

2.6.2.3

Rank and Tenure Committee Procedures

1. Although neither the Board of Trustees nor the College administration has formally agreed to the 1940 Statement and subsequent interpretive documents and is not legally bound to adhere thereto, nonetheless, in the matter of faculty tenure, promotion, non-reappointment and termination, the Rank and Tenure Committee, the College administration and the Board of Trustees respect and in general follow, as far as local conditions pertain, the 1940 Statement of Principles and subsequent interpretive comments (1940, 1970 and 1977) of the American Association of University Professors. However, in cases where differences occur between the Saint Mary's College *Faculty Handbook* and procedures and policies of the AAUP, the Saint Mary's College *Faculty Handbook* takes precedence.
2. Confidentiality
 - a. The deliberations and voting of the Rank and Tenure Committee are confidential to everyone except members of the Committee, the **Provost Academic Vice President**, and the President. The recommendations of the Rank and Tenure Committee will be conveyed to candidates, their chairs, and their deans by the President or the chair of the Rank and Tenure Committee. Any other discussion of any of these matters

by any member of the committee is a breach of confidentiality. It is the primary responsibility of all members of the Committee to ensure that confidentiality be maintained. Faculty members should not inquire about such confidential matters from members of the Rank and Tenure Committee.

- b. While the Committee may agree to solicit additional information concerning candidates through the chair of the Rank and Tenure Committee, individual Rank and Tenure Committee members must not solicit such information. Members of the committee may, however, carry out their parallel responsibilities of contribution to the departmental review of a candidate. In doing so, they must rigorously avoid using their position as members of the Rank and Tenure Committee to sway judgments of others participating in this review.
- c. The chairperson's or program director's letter and the Dean's letter setting forth their recommendations in a Rank and Tenure case will be shared with the candidate no later than the time of its submission to the Rank and Tenure Committee. The Dean, chairperson or program director, and the Rank and Tenure Committee shall not include or reference confidential materials in the candidate's file in a manner which could reveal their existence or their source.
- d. If a question arises concerning a breach of confidentiality or misuse of the information gathering process by a member of the Rank and Tenure Committee, the other members of the Committee should consider the matter together and take whatever action the Committee deems appropriate.
- e. Other than current members of the Rank and Tenure Committee, those who have access to confidential information in Rank and Tenure files are the President, the **Provost** ~~Academic Vice President~~, the Dean of the School for school faculty, and department chairpersons (or program directors) for department faculty (or program faculty). (See Review of Department Chairperson or Program Director, section 2.6.2.2.4.)
- f. The minutes of the Rank and Tenure Committee meetings are confidential. Normally, in addition to the members of the Committee, only the President has access to them. However, members of the Grievance Committee who are hearing appeals of cases alleging inadequate considerations or violation of academic freedom (see Grievance, section 2.16.), and the members of the Board of Trustees who are hearing appeals of cases alleging a violation of academic freedom only (see Grievance, section 2.16.3., Step IV), have access to the confidential material that was available to the Rank and Tenure Committee, as well as the minutes of the Rank and Tenure Committee meeting(s) pertaining to the case(s) being appealed. All having such access are bound by the same confidentiality which binds the Rank and Tenure Committee.

3. Voting

- a. The Rank and Tenure Committee may conduct business with a quorum of six, regular members, but it endeavors to conduct business only when all seven regular members are present. Any regular member who has a defined role (e.g., department chair or program director) in the recommendation for a candidate shall excuse him/herself from the voting.

- b. The alternate members of the Rank and Tenure Committee (see Election Procedures, section 1.7.3.5) attend Rank and Tenure Committee meetings in order to insure that the absence of a member(s) would not prevent conducting business in a timely manner. If a regular member is absent, the alternate becomes a regular member for that meeting.
 - f. If any member of the Rank and Tenure Committee judges that he/she has had insufficient time to read all pertinent materials of a particular case, he/she may request the case be continued to a later meeting.
 - g. If a member of the Committee judges that the information submitted on a candidate for promotion or tenure is insufficient, he/she may move to table the voting until the Committee believes sufficient information is available.
 - h. In making recommendations concerning cases involving interim review, promotion, and/or tenure, the Committee will vote by secret ballot. Tally of votes is recorded only in the minutes.
 - i. A simple majority of the regular members of the Committee present is required to make a recommendation for the Rank and Tenure Committee. Only positive or negative votes shall be cast. In case of a tie vote, further discussion and a new vote will occur at the next meeting in which seven regular members are present unless the Committee decides otherwise by unanimous consent. If a regular member believes that he/she would not be able to cast a vote, then he/she will step down from the Committee for that case and be replaced by an alternate.
4. The Rank and Tenure Committee endeavors to complete its recommendations by the last day of classes in May.

2.6.2.4

Student Rank and Tenure Committee Procedures

1. By September 1 of each year, the ~~Provost Academic Vice President~~ shall present to the Student Rank and Tenure Committee chairperson the names of undergraduate faculty members of the Schools of Liberal Arts, Science, and Economics and Business Administration, who will be considered for promotion and tenure review during that year.
2. The Student Rank and Tenure Committee chairperson meets with the Rank and Tenure Committee at the latter's organizational meeting in the fall term to present a description of the student committee's techniques for evaluating and recommending candidates for tenure and promotion.
3. Members of the Student Rank and Tenure Committee will endeavor to distribute teaching evaluation forms during the fall term in the classes of candidates for promotion and tenure. Members of the Student Rank and Tenure Committee will be given access through the Office of ~~the Academic Affairs Vice President~~ to the previous spring teaching evaluation forms for all such candidates.
4. The Student Rank and Tenure Committee presents formal written recommendations on promotion and tenure to the Rank and Tenure Committee no later than January 15.

Interim Review

1. All interim review decisions of the Rank and Tenure Committee, whether positive or negative, are recommendations to the **Provost** ~~Academic Vice President~~ and go first to the **Provost** ~~Academic Vice President~~ for consideration before a final decision regarding reappointment is made. (See section 2.8.3.1 for additional information regarding negative decisions.)
 - a. When the **Provost** ~~Academic Vice President~~ has reached a decision, the candidate receives both the letter of the Rank and Tenure Committee, signed by its chair, and a letter signed by the **Provost** ~~Academic Vice President~~ announcing that decision, with a copy to the faculty member's Dean and department chair or program director.
 - b. Each group of interim letters (e.g., fourth-year review) should go out to individual faculty members at the same time.

Tenure

1. All decisions on tenure by the Rank and Tenure Committee, whether positive or negative, are recommendations to the President, who grants or denies tenure.
 - a. When a positive decision has been made by the Rank and Tenure Committee, the Chair sends a letter to the candidate, with a copy to the candidate's dean and department chair or program director and the President, and a copy to the **Provost** ~~Academic Vice President~~ for consideration.
 - b. When the **Provost's** ~~Academic Vice President's~~ decision is also positive, the letter from the Rank and Tenure Committee chair and a letter stating the **Provost's** ~~Academic Vice President's~~ agreement are forwarded together to the President.
 - c. When the **Provost** ~~Academic Vice President~~ is considering rendering a negative decision, the **Provost** ~~Academic Vice President~~ shall inform the candidate in writing. If the candidate so desires, the **Provost** ~~Academic Vice President~~ shall discuss the basis for the negative decision with the candidate.
 - i. The candidate shall have fifteen (15) working days from the date of posting of certified mail from the **Provost** ~~Academic Vice President~~ to submit to the **Provost** ~~Academic Vice President~~ his/her written response to the negative decision, including any additional materials for consideration.
 - ii. After receiving the candidate's reply, or after the allotted time for the candidate's reply has passed, whichever comes first, the **Provost** ~~Academic Vice President~~ will then make a formal decision and write a letter to the President.
 - iii. The **Provost** ~~Academic Vice President~~ will send that letter together with the letter from the Rank and Tenure Committee and any timely response from the candidate (including additional materials for consideration) directly to the President at the same time.

- d. When a negative tenure decision has been made by the Rank and Tenure Committee, the Chair of the Committee shall inform the candidate in writing of its recommendation against tenure, copying that letter to the President, the candidate's dean and department chair or program director, and send that letter to the **Provost Academic Vice President** for consideration.
 - i. The candidate shall have fifteen (15) working days from the date of posting of certified mail from the chair of the Rank and Tenure Committee to submit to the **Provost Academic Vice President** his/her written response to the decision, including additional materials for consideration.
 - ii. After the allotted period of time for the candidate's reply has passed, or a reply has been received, whichever occurs first, the **Provost Academic Vice President** will make a decision.
 - iii. The **Provost Academic Vice President** will convey the decision in a letter to the President, which will be forwarded at the same time as any timely response (including additional materials) from the candidate, and the letter from the Rank and Tenure Committee, signed by the chair.
2. Upon receipt of the recommendations and the candidate's written response (if timely made) the President of the College shall review the recommendations and the candidate's written response and make the final decision as to the granting or denial of tenure.
3. If the President disagrees with the recommendations of the Rank and Tenure Committee and/or the **Provost Academic Vice President** to grant tenure in a tenure consideration, the President will meet with the Rank and Tenure Committee or, if his disagreement is with the **Provost Academic Vice President** alone, with the **Provost Academic Vice President**, to discuss the case. If, after such meeting and discussion, the President still disagrees with the recommendation(s) in a case where the President intends to deny tenure, the President shall inform the faculty member in writing of the President's decision to deny tenure and will inform the candidate of the recommendations of both the Rank and Tenure Committee and the **Provost Academic Vice President**. If the faculty member so requests, the President will give (the) reasons for denial of tenure orally, in person or by telephone, to the faculty member. If the faculty member so requests, the President will give the faculty member a written statement of the reasons for denial of tenure.
4. The President will inform all candidates in writing of his decision to grant or deny tenure. To the extent possible, notification to the candidates of tenure decisions will be made at approximately the same time. In all cases where the President's decision is to deny tenure, the President shall inform the candidate in writing of the President's decision and the recommendation (to recommend or deny) of the Rank and Tenure Committee, and the recommendation (to recommend or deny) of the **Provost Academic Vice President**.
5. Following notification to the candidate of the President's decision, the candidate may appeal the President's decision to deny tenure according to the Appeal Procedures.

Promotion

All decisions on promotion by the Rank and Tenure Committee, whether positive or negative, are advisory to the President, but are sent first to the **Provost Academic Vice President** for consideration. When the deliberations of the Rank and Tenure Committee are completed, the Rank and Tenure Chair sends a letter announcing its recommendation to the candidate and a copy of that letter to the **Provost Academic Vice President**. The **Provost Academic Vice President** arrives at a separate decision, based on a review of the evidence gathered in the formal Rank and Tenure process and any new materials submitted by the candidate after the Rank and Tenure Committee decision. The **Provost Academic Vice President** will indicate in writing to the President whether **the Provost** he concurs with the recommendation of the Rank and Tenure Committee and forward to the President both that written concurrence and the letter from the Rank and Tenure Committee. If the **Provost Academic Vice President** does not concur with the recommendation of the Rank and Tenure Committee, **the Provost** he will write a separate letter and forward this to the President along with the letter from the Rank and Tenure Committee. The President shall make his decision based on the stated *Faculty Handbook* criteria for promotion and tenure, after reviewing the evidence gathered in the formal Rank and Tenure process and any additional materials submitted by the candidate to the **Provost Academic Vice President** pursuant to notification of a negative Rank and Tenure Committee or **Provost's Academic Vice President's** decision.

2.6.3

ADVANCEMENT, TENURE AND PROMOTION OF ACADEMIC ADMINISTRATORS

1. Academic administrators with faculty rank are those who meet the following criteria:
 - a. Regular faculty status, granted according to the same standards that apply to other members of the faculty.
 - b. Administrative duties of a genuinely academic character, that is, directly concerned with the academic program or with the academic preparation of students (e.g., President, **Provost, Vice Provost of Academic Affairs, Academic Vice President** Dean of a School).
2. In disputed cases, the Rank and Tenure Committee should determine whether an individual administrator meets both of these criteria.
3. Academic administrators with faculty rank are considered in the same category as full-time faculty members for purposes of tenure and promotion, even though their teaching duties may be part-time or may be interrupted entirely by administrative duties. Like other faculty members, they progress one step within rank each year.
4. With regard to promotion and tenure, the same procedures should be followed as far as possible for academic administrators as for other members of the faculty.
5. The **Provost and Vice Provost of Academic Affairs Academic Vice President** will be reviewed by the Rank and Tenure Committee. The committee shall use its discretion in finding means to conduct the fullest possible evaluation, including personal interview

with the candidate. Recommendation should be made by the chairperson of the Academic Senate to the President of the College.

6. Promotion and the granting of tenure to academic administrators should be governed by the same criteria that are applied to other faculty members (with the exception that the academic administrator is regarded as full-time regardless of the extent of his/her teaching duties).
7. The Rank and Tenure Committee makes no recommendation directly on the appointment and retention of academic administrators who are appointed in their administrative capacity by the President of the College. It does make recommendations on their rank and promotion and tenure.

2.7 **TENURE**
(see section 2.6)

2.8 SEPARATION

2.8.1 **RESIGNATION**

Resignation with Notice

A faculty member may resign his/her appointment, usually effective at the end of the academic year. The member should give notice in writing of his/her intention to resign as soon as possible, but not later than June 1.

Resignation by Default

Resignation of a faculty member is presumed if the annual letter of appointment is not signed and returned to the Director of Human Resources within the time stipulated in the letter of appointment.

2.8.2 **RETIREMENT OF TENURED FACULTY MEMBERS**

1. A tenured faculty member intending to retire is urged to inform in writing the department chairperson and/or program director, and the Dean of the School of his/her decision to retire at least one year prior to the expected retirement date, so that the department/program can make appropriate plans.
2. A tenured faculty member intending to retire must submit a letter to his/her department chair/program director, and Dean indicating this decision and the effective date of retirement so that the department/program can make appropriate plans.
3. A tenured faculty member considering retirement, or wishing to retire, should consult the Human Resources office regarding social security, as well as TIAA-CREF illustrations of projected income and other benefits under the College's retirement plan at least six months in advance of expected retirement date. (Refer to Retirement, section 2.14.9.)

2.8.3 NON-REAPPOINTMENT OF TENURE-TRACK FACULTY

2.8.3.1 Notice of Non-reappointment of Probationary Tenure-track Faculty

1. As part of the interim review process, the Rank and Tenure Committee may recommend non-reappointment to the **Provost Academic Vice President**, in which case the Rank and Tenure Committee will notify the candidate's Dean and department chairperson/program director of the Rank and Tenure Committee recommendation.
2. The decision not to renew the term appointment of a tenure-track faculty member, before his/her tenure consideration year, is made by the **Provost Academic Vice President** in consultation with the Dean of the candidate's School and with his/her department chairperson/program director.
3. A faculty member who is not reappointed may appeal the decision by the **Provost Academic Vice President** to the Grievance Committee (see section 2.16).

2.8.3.2 Standards of Notice for Probationary Tenure-track Appointments

1. Full-time, tenure-track faculty members in their first academic year of service must be notified in writing by the **Provost Academic Vice President** of non-reappointment or intention to recommend non-reappointment not later than March 1 of that year or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Full-time, tenure-track faculty members in their second year of service must be notified in writing by the **Provost Academic Vice President** of non-reappointment or of the intention to recommend non-reappointment not later than December 15 of that year or, if the appointment terminates during the academic year, at least six months in advance of its termination.
3. Full-time, tenure-track faculty members in their third year or later of academic service must be notified in writing by the **Provost Academic Vice President** of non-reappointment or of intention to recommend non-reappointment no later than June 30 of that year or, if the one-year appointment terminates during an academic year, at least 12 months in advance of the expiration of their appointments.

2.8.4 ISSUANCE OF LETTERS OF APPOINTMENT FOR NON-TENURE-TRACK FACULTY

Appointment as a non-tenure-track faculty member is for a set number of courses and a set term and does not imply any continued employment beyond the date set forward in the letter of appointment. However, in the case of a full-year appointment, the College will indicate no later than December 15 of the current appointment year whether the College anticipates offering a subsequent letter of appointment. This does not apply to appointments for only one semester, quarter, or term, even when those appointments are combined with non-teaching duties at the College. All of these conditions will be reflected in the letter of appointment issued by the College.

2.8.4.1 Retirement of Non-tenure-track Faculty

If a non-tenure-track faculty member anticipates retirement and has retirement benefits, he/she should follow the procedures outlined in section 2.8.2.

2.8.5 TERMINATION OF AN APPOINTMENT BY THE COLLEGE

Termination of an appointment with continuous tenure or of a probationary or temporary appointment before the end of a specified term, will be by the President (unless otherwise noted below) for adequate cause, as follows:

2.8.5.1 General Financial Exigency

Termination may result because of a general state of financial exigency which threatens the survival of the College. In advance of a declaration of a state of general financial exigency, the President and ~~the~~ Chief Financial Officer will explain the financial state of the College, and will involve the faculty, including the Faculty Welfare Committee, in a discussion regarding what steps can be taken to avoid the declaration of general financial exigency by the Board of Trustees. Upon designation of a general financial exigency by the Board of Trustees an Ad Hoc Committee on Termination shall be appointed by the chair of the Academic Senate with the advice and consent of the Senate. The Ad Hoc Committee on Termination shall consist of six tenure-track faculty members, one from each School, and the chair of the Academic Senate, who shall serve as a non-voting chair of the committee. The Ad Hoc Committee on Termination shall establish criteria for termination and shall identify those to be terminated. Any faculty member identified as one to be terminated has the right to a review hearing. Every effort will be made to place the faculty member in another position in the College for which the person is qualified. In such circumstances the ~~Provost Academic Vice President~~, Chief Financial Officer, chair of the Faculty Welfare Committee and chair of the Academic Senate will constitute a committee to review the budget situation and to make a recommendation to the President as to whether an appropriate severance package would be awarded. If, during a three-year period the position is reopened, the terminated faculty member will have the option of assuming his/her former position.

2.8.5.2 Discontinuance of an Academic Program or Department not Mandated by General Financial Exigency

The decision to discontinue an academic program or a department where there are tenured or tenure-track faculty not covered by a state of financial exigency shall be based on educational considerations. The Educational Policies Board shall examine the evidence presented by the Dean of the School in which the program or department resides and shall recommend action to be taken by the Academic Senate. The program or department may not be discontinued until such a recommendation is approved by the Academic Senate and the ~~Provost Academic Vice President~~ according to established procedures (see section 1.6.1.2). If a tenured faculty member is displaced by the discontinuance of a program or department, the College has the obligation to appoint the individual to another position for which he/she is qualified and which is not occupied by another tenured faculty member. Similarly, if a tenure-track, non-tenured faculty member is displaced by the discontinuance of a program or department, the College has the obligation to appoint the individual to another position for which he/she is qualified and which is not occupied by a tenure-track or tenured faculty member. If, during a three-year period, the department or program is reopened, the terminated faculty members, in order of their College employment seniority, will have the

option of assuming their former positions during the first year the program or department reopens. A faculty member may request a formal review hearing by an ad hoc faculty committee appointed by the Academic Senate regarding his/her reassignment. In such circumstances the **Provost Academic Vice President**, Chief Financial Officer, chair of the Faculty Welfare Committee and chair of the Academic Senate will constitute a committee to review the budget situation and to make a recommendation to the President as to whether an appropriate severance package would be awarded.

2.8.5.3 Medical Reasons

Termination will be based on clear and convincing medical evidence that the member cannot continue, with or without reasonable accommodation, to fulfill the terms and conditions of appointment. The evidence will be reviewed in confidence by the Rank and Tenure Committee if requested by the faculty member. Severance salary will be offered.

2.8.5.4 Failure to Observe Conditions for Leave of Absence or Sabbatical

If a faculty member fails to observe the conditions mutually agreed upon in writing for a leave of absence or a sabbatical, he/she may be subject to a hearing of the Grievance Committee called at the request of his/her department chair, appropriate Academic Dean, or the **Provost Academic Vice President** to recommend whether there is cause for termination. The party bringing the complaint shall present a written case for termination to the Grievance Committee and the faculty member. The Committee will set a time for meeting and will give the faculty member an opportunity to present his/her own case. When the Committee has reached a recommendation, it will notify all parties. The **Provost Academic Vice President** will render the decision whether to terminate the employment of the faculty member. If his/her decision is different from the recommendation of the Grievance Committee, the **Provost Academic Vice President** will set out his/her reasons. The decision of the **Provost Academic Vice President** may be appealed by the faculty member concerned directly to the President. In all instances, the President's decision shall be final.

2.8.5.5 Unfitness

Unfitness to perform in a professional capacity will constitute cause for termination. Unfitness includes, but is not limited to, incompetence, dereliction of duty, transgression of academic freedom (section 2.9.1), violation of law directly interfering with the performance of one's faculty responsibilities (e.g., failure to comply with the College's non-discrimination policies), and immoral conduct in the performance of his/her duty. The faculty member's department chair, appropriate Academic Dean, or the **Provost Academic Vice President** will present a case for termination to the Grievance Committee. The Committee will set a time for meeting and will give the faculty member an opportunity to present his/her own case. When the Committee has reached a recommendation, it will notify all parties. The **Provost Academic Vice President** will render his/her decision whether or not to terminate the employment of the faculty member. If his/her decision is different from the recommendation of the Grievance Committee, the **Provost Academic Vice President** will set out his/her reasons. The decision of the **Provost Academic Vice President** may be appealed by the faculty member concerned directly to the President. In all instances, the President's decision shall be final.

If in the judgment of the Administration, there is a likelihood of immediate harm to student(s), other faculty, or the faculty member him/herself, the faculty member may be suspended with pay pending the resolution of the hearing, decision, and appeal process.

2.9 FACULTY RIGHTS AND RESPONSIBILITIES

2.9.1 ACADEMIC FREEDOM AND RESPONSIBILITY

Saint Mary's College's ability to perform its Mission depends on the vigorous and unimpeded exercise of the Faculty's academic freedom. The common good of our Catholic, Lasallian, and Liberal Arts community depends on the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

ACADEMIC FREEDOM

- a. All Saint Mary's faculty are entitled to full freedom in research and in the publication of the results, subject to adequate performance of their other academic duties.
- b. Faculty are entitled to freedom in the classroom in discussing their subject or area of professional expertise, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject or area of expertise. Faculty have a particular obligation to promote conditions of free inquiry, discussion, and expression.
- c. Saint Mary's College faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they must remember that the public may judge their profession and their institution by their utterances. Hence they must at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

(This statement is based on principles articulated in the following AAUP documents: "1940 Statement of Principles on Academic Freedom and Tenure," the 1940 and 1970 interpretive comments, the "Statement on Students' Rights and Freedoms," the "Statement on Extramural Utterances," the "Statement on Professors and Political Activity," the "Statement on Professional Ethics, Section II.")

2.9.2 INSTITUTIONAL POLICIES

Nondiscrimination Disclosure

In compliance with applicable law and its own policy, Saint Mary's College of California is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, age, sex/gender, marital status, ancestry, sexual orientation, medical condition or physical or mental disability.

Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation
~~(POLICY PROHIBITING AND PROCEDURES FOR REPORTING)~~

Non-Discrimination Policy

Saint Mary's College of California is committed to creating and maintaining a community in which all persons who participate in Saint Mary's programs and activities can work and learn together in an atmosphere free of all forms of **discrimination, harassment, exploitation, or intimidation, or harassment, including sexual harassment, based on a legally protected characteristic or status.** Every member of the Saint Mary's community should be aware that Saint Mary's will not tolerate harassment or discrimination on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, or physical or mental disability, or on any other basis protected by applicable laws. Such behavior is prohibited both by law and by Saint Mary's policy. It is Saint Mary's intention to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy, which may include suspension, termination, expulsion, or another sanction appropriate to the circumstances and violation. All members of the Saint Mary's community, including faculty, students, and staff are responsible for maintaining an environment that is free of sexual harassment and other forms of discrimination, harassment and retaliation as described in this Policy.

Examples of Conduct which may be Sexual Harassment

1. Examples of verbal, physical or visual conduct which may be sexual harassment include, but are not limited to:
 - a. direct propositions of a sexual nature;
 - b. sexual innuendoes and other seductive behavior, including subtle pressure for sexual activity such as repeated, unwanted requests for dates, and repeated inappropriate personal comments, staring, or touching;
 - c. direct or implied threats that submission to sexual advances will be a condition of employment, promotion, grades, etc.
 - d. conduct (not legitimately related to the subject matter of a course or curriculum, if one is involved) that has the effect of discomforting, humiliating or both, and that includes one or more of the following:
 - i. comments of a sexual nature, including sexually explicit statements, questions, jokes, anecdotes, or graphic material (e.g., visuals, such as screen savers, which are sexually explicit);
 - ii. unnecessary or unwanted touching, patting, massaging, hugging or brushing against a person's body or other conduct of a physical nature;
 - iii. remarks of a sexual nature about a person's clothing or body;
 - iv. insulting sounds or gestures, whistles, or catcalls;
 - v. invading someone's personal space or blocking her/his path;
 - vi. unwelcome and inappropriate letters, telephone calls, electronic mail, or other communications;
 - vii. **displaying sexually suggestive objects, pictures, cartoons or posters (e.g. screen savers).**
 - e. a consensual romantic or sexual relationship which
 - i. causes adverse treatment of third parties, or

- ii. creates a hostile or intimidating working or learning environment for third parties;
 - f. stalking (which is also criminal behavior).
 - g. sexual assault (which is also criminal behavior).
2. Some conduct that may appear to be consensual may also be unacceptable.
 3. **Sex/gender-based discrimination**, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on a person's gender **or gender-based characteristics**, but not involving conduct of a sexual nature (e.g., the repeated sabotaging of female students' laboratory experiments by male students in the class) may be a form of sex discrimination prohibited by law. While **sex/gender-based discrimination** may be distinguished from sexual harassment, acts of **sex/gender-based discrimination** may contribute to the creation of a hostile work or academic environment. Thus, a determination of whether a hostile environment due to sexual harassment exists may take into account acts of **sex/gender-based discrimination**.
 4. Not all sexual harassment occurs between persons of differing power. Sexual harassment may also occur between peers. In addition, while the majority of reported cases of sexual harassment involve a male harassing a female, sexual harassment may also involve a female harassing a male, or an individual harassing a person of the same gender.

NOTE: Nothing in this Policy should be construed to prevent faculty members from rigorously challenging fundamental beliefs held by students and society. However, faculty members may not interject into the academic setting sexual material that is unrelated to any legitimate educational objective or allow the educational setting to be so sexually charged that Saint Mary's students are prevented from effectively participating in the academic environment.

2.9.2.1.1

Retaliation and/or Violation of Interim Protections

Threats or other forms of intimidation and/or retaliation against a student or employee for bringing a complaint of ~~any alleged~~ **discrimination, harassment (including sexual or sexual assault) or of any other violations of the Student Code or other College policies, including but not limited to the Student Code of Conduct**, are prohibited. This **prohibition** includes threats or other forms of intimidation and/or retaliation against the family or friends of a student or employee who brings a complaint **under this policy, or those who assist a student or employee in bringing a complaint**, or those who participate in an investigation and/or student discipline process for an alleged violation of the Student Code **or other College policy**.

Retaliation is a violation of College policy and may also be a violation of the law. An allegation of retaliation constitutes an independent basis for investigation and imposition of sanctions on the retaliating student or employee if determined to have occurred. All conduct that is believed to constitute retaliation should be reported immediately to the **Associate Dean of Student Life** ~~Director of Student Conduct~~ (when the individual alleged to have engaged in retaliation is a student **or student visitor**) or to the Director of Human Resources (when the individual alleged to have engaged in retaliation is an employee (faculty and staff) or visitor to the College (e.g., contractors, vendors, or non-student guests)). **The reporting procedures described below also apply to allegations of retaliation. Interim protections mean steps the College takes to reasonably protect employees and**

students during an investigation and/or student discipline process. ~~Reports of such conduct will be investigated as described above.~~

2.9.2.1.2 Reporting Procedures and Resources for Addressing Complaints of Discrimination, Harassment (including Sexual) and Retaliation

Saint Mary's has in place internal procedures to investigate and address complaints of discrimination, harassment (including sexual), and retaliation as described in this Policy. These procedures are intended to assure fairness and to maintain confidentiality in the process of responding to complaints.

Complaints of discrimination and harassment, including sexual harassment or sexual assault, based on the protected characteristics above and/or retaliation that involve employees (faculty and staff) or visitors to the College (e.g., contractors, vendors, or non-student guests) should be reported promptly to the Director of Human Resources, who is responsible for overseeing Saint Mary's compliance with this Policy and who will determine the appropriate next step for investigation and resolution. All members of the Saint Mary's community shall cooperate fully with the Director of Human Resources in the fulfillment of her/his responsibilities.

Complaints of discrimination and harassment, including sexual harassment or sexual assault, based on the protected characteristics listed above and/or retaliation involving students or student visitors should be reported promptly to the **Associate Dean of Student Life** ~~Director of Student Conduct~~ who will initiate the appropriate student discipline process to address those complaints.

Individuals who believe they have experienced discrimination, harassment and/or retaliation are also free to contact the Equal Employment Opportunity Commission and/or the California Department of Fair Employment and Housing to pursue external legal remedies.

2.9.2.1.3 Non-Discrimination Seminars

Saint Mary's offers its employees during each academic year several opportunities to attend seminars regarding discrimination (which will also include an update on legal developments in the area of sexual harassment). **Throughout each academic year, students have the opportunity to attend programs regarding discrimination and sexual harassment, including sexual assault. Except as described below, all employees must attend one such on-campus seminar in this area per academic year (defined as July 1 to June 30). Lecturers and adjunct faculty who have difficulty attending on-campus seminars due to either geographic distance from Moraga and/or evening teaching schedules during the academic year, as well as staff who work only at off-campus locations (excluding the Rheem campus), may comply with this requirement by completing an on-line sexual harassment seminar offered by the College once every two academic years. Employees who are on an approved and/or legally mandated leave during the academic year are not required to fulfill this requirement while on that leave, but will be expected to do so in the next academic year following their return from such leave.** ~~and faculty attendance at one such campus seminar in this area per academic year is required. (See the Student Handbook for information regarding educational programs about appropriate sexual conduct offered annually to students.)~~

Except for those faculty and staff described above, failure of a tenure-track or tenured faculty or staff member to attend an on-site College-sponsored sexual

harassment seminar during each academic year, when offered, as evidenced by the absence of a record of attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment against or settlement on behalf of the individual), to the extent permitted by law, the faculty or staff member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty or staff member.

Except for those faculty and staff as described above, failure of a non-ranked faculty member (e.g., adjunct, lecturer) to attend an on-site College-sponsored sexual harassment seminar during each academic year, when offered, as evidenced by the absence of a record of attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment entered against or settlement on behalf of the individual), to the extent permitted by law, the faculty member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty member, as well as precluding that non-ranked faculty member from being considered for or offered another faculty appointment at the College.

2.9.2.1.4 Sanctions

Employees who engage in conduct in violation of this policy are acting outside the scope of their employment responsibilities and, in addition to discipline up to and including termination of their employment, may be subject to individual legal liability and damages for their actions. **[NOTE: this section was moved and numbered but content was not altered.]**

2.9.2.23 Amorous Relationships Policy

Definition of Amorous Relationships

Amorous relationships are those romantic or sexual relationships to which both parties appear to have freely consented. When such a relationship involves a power differential between two members of the College community, it is of concern to the College, and such relationships should be avoided due to:

1. The potential conflict of interest that arises when an individual supervises, evaluates, coordinates, directs, advises, hires, terminates, instructs, promotes, or grants pay raises or other benefits to another person, or provides professional services (e.g., counseling) to another individual with whom that person has an amorous relationship.
2. The potential for unintended consequences that results because these types of relationships may develop or exist solely as a result of the power differential, which may or may not involve sexual harassment as proscribed by the College's ~~Sexual Harassment~~ Policy **prohibiting sexual harassment** (section 2.9.2.1).

2.9.2.2.1 Policy

The College discourages amorous relationships where there is a power differential between the parties or where the potential exists for such a power differential in the foreseeable future. Three examples of relationships involving power differentials are:

1. that between teacher and student (including, e.g., those involved in formal instruction, advising and tutoring);
2. that between employee and supervisor;
3. that between the provider and recipient of educationally-related College or College-related services (including those involved in counseling, student services such as registration and financial aid, and athletic coaching).

This list is not all-inclusive.

Of special concern to the College are amorous relationships initiated between a faculty member and a student while the former is instructing, advising or mentoring the latter. Such circumstances pose extraordinary risks of compromising or appearing to compromise the College's central mission and of breaching the faculty's commitment to the welfare of its students. Hence, the College expects faculty members to refrain from initiating or participating in such a relationship.

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2.9.2.2.2 Procedures

If an amorous relationship exists or develops between individuals having a power differential within the College, the person with greater power shall report it to an appropriate supervisor or to the Director of Human Resources. The supervisor or the Director shall make suitable arrangements:

1. to ensure the objective evaluation of that person's performance; and,
2. to protect affected individuals and the integrity of the College's functioning.

Confidentiality is to be maintained in this process.

2.9.2.2.3 Other ~~Administrative and Financial~~ Considerations

1. **Employees engaged in conduct of the type described in this policy may also violate the College's policy prohibiting sexual harassment.** ~~Faculty or staff engaged in conduct of the type described in this policy are subject to the Sexual Harassment Policy and procedures of the College.~~
2. In addition, all teachers, supervisors, and other employees should understand that there are substantial risks even in consenting amorous relationships where a power differential exists. Even if the conflict of interest issues are resolved, charges of sexual harassment may develop. A teacher's or supervisor's protection under applicable law and representation by counsel retained by the College at the College's expense may not apply because such relationships may be outside the scope of one's employment. Furthermore, in administrative actions or lawsuits resulting from allegations of sexual harassment, consent may be very difficult to establish where a power differential exists. Even relationships in which there is not direct power differential may cause difficulties because faculty or staff engaged in such a relationship may, in the future, be placed in a position of responsibility for the student's or employee's instruction or evaluation.

2.9.2.2.4 Sanctions

Sanctions for violations of the College's Amorous Relationship Policy are the same as those for violations of the College's Non-Discrimination (Sexual Harassment) and Retaliation Policies.

2.9.2.32 Family Educational Rights and Privacy Act of 1974: Compliance

The Family Educational Rights and Privacy Act of 1974 grants all students 18 years or older significant rights of access to their educational records. This Act also protects the privacy of these records and requires the College to inform all students of the rights and safeguards given in the Act. Students who wish access to any written records directly concerning them shall submit their request to the Office of the Registrar, which is authorized to review each request and to approve requests that are proper. Faculty members do not have the right to release grades or other educational records to anyone other than appropriate College officials who have a legitimate educational interest in the information (e.g., an advisor, Dean, etc.); they may not give grades to parents or guardians if the student is a legal adult (18 years or older) without the student's prior written consent. The Act does not give any student the right to contest a grade given in a course, but the Act does give the student the right to seek to correct an improperly recorded grade.

2.9.2.4 The Clery Act and Campus Sex Crimes Prevention Act Notices

Notification with regard to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, and the Campus Sex Crimes Prevention Act.

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Saint Mary's College of California through its Department of Public Safety, annually provides notice and makes available copies of the Annual Security Report, to the campus community, prospective students, employees and the public. Each Security Report includes statistics for the past three years concerning crimes and incidents (whether they occurred on campus, in off-campus building and property owned or controlled by the College, or on public property adjacent to campus) reported to campus security authorities. Each Security Report also provides campus policies and practices concerning security – how to report sexual assaults and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims' assistance programs, student discipline, college resources, and other matters. The Security Report is publicly available electronically or hard copy in the following ways: electronically: <http://www.stmarys-ca.edu/about/safety/02report.pdf>; in person: Department of Public Safety, Administrative Office, Siena Hall; or by or by Mail or Telephone Request: Department of Public Safety, P.O. Box 3111, Moraga, CA 94575-3111 (925) 631-4052.

In addition, as provided by the Campus Sex Crimes Prevention Act, the Contra Costa County Sheriff's Office maintains a Megan's Law database of sex crime offenders, which information may be obtained from the Sheriff's office located at 500 Court Street, Martinez, Monday-Friday, 9 am to 4 pm.

Whistleblower Policy: Fraudulent or Dishonest Conduct

Saint Mary's College of California, reflecting its Lasallian and Catholic values, expects that its employees and students will act in a manner that is consistent with those values in their use of College resources and property. To protect the integrity of Saint Mary's learning community and to ensure the highest standards of conduct by and among members of that community, the College will investigate any possible fraudulent or dishonest use or misuse of College resources or property by faculty, staff, or students. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by the College up to and including dismissal or expulsion, and civil or criminal prosecution when warranted. All members of the College community are encouraged to report possible fraudulent or dishonest conduct. An employee should report his or her concerns to a supervisor, department chair or program director. If for any reason an employee finds it difficult to report his or her concern to a supervisor or department or program chair, the employee can report it directly to the area Vice President, Vice Provost or Dean of the faculty member's school. Students should report any concerns to the Director of Student Conduct. Those receiving reports of suspected fraudulent or dishonest conduct involving employees are required to report such conduct to the Director, Human Resources; in the case of students, those receiving such reports (e.g., the Associate Dean of Student Life) are required to report such conduct to the Vice Provost for Student Life.

Definitions

Whistleblower: An employee or student who informs one or more of the individuals identified in the policy statement above about an activity that the employee or student believes to be fraudulent or dishonest.

Baseless Allegations: allegations made with reckless disregard for their truth or falsity. Individuals making such allegations may be subject to the appropriate College disciplinary action and/or legal claims by the individuals accused of such conduct.

Fraudulent or Dishonest Conduct: a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents;
- unauthorized alteration or manipulation of computer files;
- fraudulent financial reporting;
- pursuit of a benefit or advantage that would create a conflict of interest with one's responsibilities or obligations as a member of the College community;
- misappropriation or misuse of College resources, such as funds, supplies, or other assets or property;
- authorizing or receiving compensation for goods not received or services not performed;
- authorizing or receiving compensation for hours not worked.

2.9.2.5.1

Whistleblower Protections:

- The College will use best efforts to protect whistleblowers against retaliation, as described below. The College cannot guarantee confidentiality, however, and there is no such thing as an “unofficial,” “informal,” or “off the record” report. The party to whom such conduct is reported, will keep the whistleblower’s identity confidential, unless:
 1. the whistleblower(s) agrees to be identified;
 2. identification is necessary to allow the College or law enforcement officials to investigate or respond effectively to the report;
 3. identification is required by law; or,
 4. the individual accused of violations of this policy is entitled to the information as a matter of procedural and/or legal right in disciplinary actions.
- College employees and students may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of employment or enrollment (including, but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages, or the access to educational benefits).
- Whistleblowers who believe they have been retaliated against may file a written complaint with the Director of Human Resources, if an employee is involved, or with the Dean of Student Development, if a student is involved. This protection from retaliation is not intended to prohibit the individuals identified above (for receiving such reports of improper conduct) from taking action, including disciplinary action, in the usual scope of their duties and responsibilities that are based on valid employment- or student-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in this policy).

2.10

FACULTY DEVELOPMENT

2.10.1

SABBATICAL LEAVE

2.10.1.3

Review

Sabbatical awards are made to faculty upon the formal recommendation of the chair and the vice chair of the Educational Policies Board (EPB), representing the views of the Undergraduate Policies and the Graduate Policies Committees, with the approval of the **Provost Academic Vice President** and the President. Full-time, tenured faculty submit their applications to the chair of the EPB. The chair of the EPB is responsible for collecting cost estimates for each proposal from the appropriate Dean (who will have consulted with the appropriate department chair or program director), and forwarding them to the **Provost Academic Vice President**. Sabbatical leaves carry 4/7ths salary for the year or full salary for a half-year absence (includes January Term). Christian Brothers awarded a sabbatical should arrange an appropriate stipend with the President.

All proposals for sabbatical leave must be submitted to the chair of the EPB, and must contain specific information on the applicant's eligibility pursuant to the preceding criteria in section 2.10.1.2. The application must clearly define a) how the sabbatical will be spent; b) how it will promote the professional growth of the applicant; c) how it will benefit the College; d) how it will contribute to the applicant's discipline; and e), whether the sabbatical project will result in publication, seminar, lecture, meetings, readings, performances, etc. All proposals will include a current curriculum vitae. Faculty who are applying for a sabbatical which will occur in the year in which they will be considered for promotion should make timely arrangements for student Rank and Tenure evaluations, for incomplete files may delay the consideration of their promotion case by the Rank and Tenure Committee.

Although each application will be reviewed on its individual merits, the number granted in any year will be subject to available financial resources. Sabbatical leaves are not automatic after any stated period of service, but are awarded based on consideration of the merits of the proposal. The principal criterion in judging a request for sabbatical leave is the extent to which it is expected to enhance the professional development of the faculty member. The expected degree to which the results of the sabbatical leave will contribute to the life of the College and the applicant's discipline will also be considered.

2.10.1.4

Sabbatical Protocols and Timeline for Consideration

1. Prior to making an application for sabbatical, applicants will consult with the Dean of **Mission and Faculty** ~~for Academic Development~~ to assess their eligibility for sabbatical leave.
2. Upon verification of eligibility, applicants will submit their proposal to the chair of the EPB, and to their department chair or program director on or before September 1 of the year preceding the academic year of the proposed sabbatical. The chair or program director upon receipt of the proposal, will forward to the Dean of the School a brief explanation of the staffing arrangements which will need to be made in the applicant's absence, together with an estimate of the expected costs. (Normally, sabbatical faculty are either not replaced or are replaced with part-time faculty; the use of pro-rated or temporary full-time faculty must be approved in writing by the **Provost Academic Vice President**.)
3. The Dean will review the explanation of staffing arrangements and cost estimates, amend them if necessary, and confirm the estimate by countersigning it. In the event of multiple requests from any one department/program, the Dean must approve their timing. The Dean will forward each replacement cost estimate to the chair of the EPB, on or before September 15 of the year preceding the academic year of the proposed leave.
4. The chair of EPB will assure that cost estimates related to particular sabbatical proposals are forwarded in each case to the **Provost Academic Vice President**, but they are not distributed to EPB members nor considered by the special review subcommittee or the EPB in the deliberations concerning the merit of proposals.
5. After the deadline for applications has passed, the members of the Undergraduate Policies and Graduate Policies Committees meet jointly to review and evaluate all proposals submitted and rank them in order of merit, indicating as part of the ranking those that do not merit recommendations. The sets of rankings by the individual subcommittee members will then be tallied and an overall ranking of each proposal

arrived at. If the overall ranking of one or more proposals cannot be agreed upon by the committee member collectively, the Executive Council of the EPB will resolve the contended rankings. When the Committee is in agreement on the rankings of all proposals, or the disagreement has been resolved by the Executive Council, the proposals will be sent forward to the ~~Provost Academic Vice President~~ by the Chair and the Vice Chair of the EPB.

If the total number of qualified proposals is fewer than the number currently approved for that year by the Board of Trustees, the subcommittee will forward these qualified proposals to the ~~Provost Academic Vice President~~ without rankings. If the total number of qualified proposals is greater than the number currently approved, the subcommittee will forward the approved number without rankings, and will rank the remainder according to the tally previously taken. This group may be further divided into the following categories: a) strongly recommended (as extremely close to the original approved group); b) recommended (as qualified, though not as close in merit as the "strongly recommended" group). In either case, those proposals deemed not qualified will be ranked after the rest but identified to the ~~Provost Academic Vice President~~ as "not recommended".

6. The ~~Provost Academic Vice President~~ will review those sabbatical proposals deemed qualified by the Chair and Vice Chair of the EPB. This review will be with respect to (1) fiscal impact and (2) the overall quality of the group of advanced proposals. In the event that the ~~Provost Academic Vice President~~ identifies problems pertaining to the overall quality of the proposals advanced by the Chair and Vice Chair of the EPB, the ~~Provost Academic Vice President~~ will consult with the Chair and Vice Chair. Such consultation will aim at maintaining year-to-year, appropriate and consistent application of the standards for sabbaticals described in the *Faculty Handbook*.

Upon completing the review of the proposals, the ~~Provost Academic Vice President~~ will forward the proposals, along with the comments regarding fiscal impact, to the President, who will render the final decision and notify each faculty member in writing, with copies to the ~~Provost Academic Vice President~~, Academic Dean, Department Chair or Program Director and the Chair and Vice Chair of the EPB.

7. Upon completion of sabbatical leave, the leave recipient shall submit a written statement to the appropriate Dean of the School and to the ~~Provost Academic Vice President~~ within the first academic term after returning which shall describe the nature of the activity engaged in and the extent to which the proposed project was completed. During the academic year of the individual's return, the sabbatical leave recipient, in consultation with the ~~Dean of Mission and Director of~~ Faculty Development, will offer an appropriate presentation of the sabbatical research to the College community.
8. When sabbatical leave is not granted, the faculty member should be given the opportunity to know the reason for that decision. This information, if requested, should come from the chair of the appropriate committee of the EPB.
9. If a sabbatical leave is recommended by the Chair and Vice Chair of the EPB but not approved for funding because of departmental, programmatic, or School circumstances, if a sabbatical leave is funded but must be deferred for personal reasons, or if because of financial exigency there is a reduction in the number formally approved by the College for that year, the sabbatical leave applicant's services during that year in which he/she

might otherwise have been on sabbatical leave shall count toward the next six years of accumulated services toward eligibility for the next sabbatical leave.

2.10.2 FACULTY DEVELOPMENT FUND AWARDS

The Faculty Development Fund provides awards to individual undergraduate and graduate faculty for activities related to scholarly professional development, e.g., scholarly research, participation in scholarly conferences or workshops, and attendance at conferences, courses, or workshops directly related to the improvement of teaching or development of new courses. All ranked faculty are eligible for funding (excluding professors emeriti). Faculty on reduced services or sabbatical are eligible. Reasonable support is available for Adjunct Faculty (see section 2.2.5.2) in financing their faculty development activities so as to optimize their ability to compete in a national search.

The Faculty Development Fund Committee, whose members are the Dean **of Mission and Faculty** for Academic Development (chairperson), ~~the Director for Faculty Development and Scholarship~~, and faculty representatives from each School, meets monthly (September through May) to consider applications for awards. Faculty should apply as early as possible prior to the date of the planned activity. More detailed information, guidelines, and applications are available in the **Office of Academic Affairs** ~~office~~ and can be printed off the Faculty Development webpage (under Academics/Faculty).

2.10.3 OFFICE OF FACULTY DEVELOPMENT AND SCHOLARSHIP

The Faculty Development and Scholarship office provides professional development opportunities and support services to all Saint Mary's College faculty members as teachers and scholars, consistent with the mission of the College. In order to promote excellence in teaching, student learning, and scholarship, the program is carried out in a variety of ways, most typically through workshops on topics of teaching and learning, seminar-style reading/discussion groups, distribution of printed materials, dissemination of information about grants and fellowships and through individual consultation. The **Dean of Mission and Faculty Development** ~~Director for Faculty Development and Scholarship~~ provides leadership, acting as facilitator and "coach," in assisting individual faculty members to take full advantage of professional growth opportunities. **Other functions of this office include designing and implementing faculty development programs and activities that support effective teaching and scholarship, developing and coordinating new faculty orientation and support activities, promoting among faculty a culture of shared inquiry, social justice, and diversity for purposes of educational effectiveness, and overseeing various student and faculty funding sources such as the Faculty Development Fund, the Student Research and Development Grants, and the Collaborative Student/Faculty Summer Research Awards. This office also assists in promoting** ~~The Director also administers a scholarship program which supports Saint Mary's students, including those of color, who aspire to become college professors, and has additional responsibility to promote competitive national student scholarships (e.g., Fulbright grants and Rhodes scholarships).~~

2.11 FACULTY WORKLOAD

2.11.1 WORKLOAD FOR RANKED FACULTY

In accepting a letter of intent or contract, each ranked faculty member agrees to the following rules regarding workload:

1. To devote their full-time and best efforts during the periods of their appointments to performing the specified duties in their letters of appointment and to carrying out other duties assigned to them in accordance with the applicable provisions of the *Faculty Handbook*.
2. Not to accept or engage in any other employment or activity, whether paid or unpaid, which in the judgment of the President in consultation with the Dean of the faculty member's School might interfere with the performance of such duties, without the prior written authorization of the President. All such authorizations are required for each term of appointment in which they are sought, and will be granted on an annual basis only. A copy of any such authorization must be forwarded to the Office of Academic Affairs. Faculty may engage in teaching, consulting or other paid activities outside the College without the prior written authorization of the President as long as such activities do not exceed the equivalent of one eight (8) hour day each week while teaching.
3. Faculty who are engaged in compensated consultancies or other paid activities outside the College that exceed the equivalent of one school day each week while teaching should secure the prior written approval of the Dean of the School. Such approval is subject to annual review for continued approval. A copy of any approval will be forwarded to the Office of Academic Affairs.
4. The full-time teaching load for ranked faculty is set by the Board of Trustees. The faculty teaching load was last set by the Board in May 1990 at "21-22 units annually."
5. Ranked faculty are obligated to accept teaching assignments for which they are qualified, as assigned by the College.
6. Ranked faculty will post and hold a reasonable number of office hours to accommodate the schedules of students and advisees. These hours should be increased at peak times when advisees and other students are required to meet with faculty, e.g., preregistration, registration, drop/add, etc. Faculty teaching courses for which office hours are impractical must make themselves available for consultation with students to a reasonable extent through other appropriate means.
7. Ranked faculty are expected to attend departmental and committee meetings, general Academic Senate meetings, Commencement, and other special convocations.
8. Ranked faculty are also expected to assume various other duties related to their role as faculty. Such duties may include student advising, supervision of independent studies, service on School and College committees, instruction substitution for faculty colleagues, participation in student recruiting events, etc. If a faculty member, chair, or Dean perceives that the number of such duties in the aggregate is unreasonable, they should discuss this matter with the appropriate party to determine if an adjustment in the person's workload is warranted. In the case of instruction substitutions in excess of one week, following review and approval of the appropriate Dean and the **Provost**

~~Academic Vice President~~, substituting faculty will be compensated at a rate to be determined in prior consultation with the Human Resources office.

2.12 WORKPLACE CONDITIONS

2.12.3 OBSERVANCE OF CAMPUS REGULATIONS

Faculty members are urged to discourage infractions of campus regulations by students and visitors. Violators should be informed or reminded that they are breaking College rules. Instructors are referred to the Saint Mary's College *Student Handbook* for information concerning College regulations, their mode of enforcement, and the manner in which penalties are imposed. Serious student infractions should be reported to the Vice **Provost for President of Student Life. Affairs**. Problems with visitors are reported to the Director of Public Safety.

2.12.7 LACTATION ACCOMMODATION

The College will make reasonable efforts to provide an opportunity and a private place (other than a restroom) that is close to the faculty member's office and/or classroom to pump breast milk. The opportunity to invoke this accommodation must, if possible, run concurrently with any non-class time opportunity already available to the faculty member while on the Moraga campus or at an off site classroom and/or office location used by the faculty member in connection with the performance of her professional obligations to the College. When no private place is available close to the faculty member's office or classroom, she may pump milk in her office or classroom, so long as she can do so with privacy.

2.13 LEAVES

2.13.2 LEAVES WITHOUT PAY

Leave of Absence

For those leaves of absence that are not legally mandated, full-time faculty may obtain a leave of absence with the approval of the department chairperson, by recommendation of the Dean of the School and the **Provost Academic Vice President** to the President. Normally, a leave of absence is granted, upon request, for an academic term or year and can be formally renewed up to a maximum of an additional academic year. Under extraordinary circumstances, the President may extend the leave of absence for an additional period of time. Benefits such as medical, dental, vision, life and long-term disability are not due during a leave of absence; however, the faculty member may continue any or all of these coverages during any leave that is not covered by the Family and Medical Leave Act of 1993, normally on the condition that he/she pays the entire premium. One academic year or less of scholarly leave of absence may normally be counted as part of the probationary period. A faculty member on leave must notify the Dean of the School or the **Provost Academic Vice President** by April 1 or within 30 days of receipt of contract, whichever is later, of his/her intention to return or not to return at the beginning of the next academic year. However, faculty members are strongly urged to so notify by March 1.

2.13.2.1

Family and Medical Leave Act of 1993/California Family Rights Act

The Family and Medical Leave Act of 1993 and the California Family Rights Act entitle a faculty member who has been employed at least one full calendar year and has worked 1,250 hours during the preceding 12 months to take up to 12 weeks unpaid leave with the right to return to the same or comparable position. Leaves will be granted to accommodate the needs of a faculty member due to the birth, adoption, or foster care placement of a child within 12 months of the child's birth or placement; to care for a spouse, dependent child or parent with a serious health condition; or because of a serious health condition of the faculty member. Serious health condition is defined as a condition requiring hospitalization, the ongoing care of a licensed treatment provider, or the absence of three days or more and the care of a licensed treatment provider. During this time, the faculty member can be required to use his/her unused sick leave and the College will continue its contribution to the faculty member's health insurance premium. Medical or pregnancy leaves generally include the right to return to the same or comparable position.

Procedure for Granting Leave: Eligible faculty members must apply for leave by completing the "Request for Leave" form and, in the event of a serious illness of the faculty member or immediate family member, the "Certification of Health Care Provider" form at least thirty (3) days prior to the leave or as soon as foreseeable. Both forms are available in Human Resources.

Upon approval of a leave the College will confirm the date of the faculty member's return. Any request for an extension of an approved leave must be submitted in writing to Human Resources at least one (1) week prior to the expiration of the current leave with a copy going to the Provost. Failure to return on the agreed date will be considered a voluntary resignation of the faculty member's appointment and, where applicable, tenure.

A written verification of the faculty member's ability to resume normal duties is required from the health care provider prior to the employee's return. Any accommodations or restrictions upon return from leave must be detailed and in writing.

2.13.2.2

Personal Leave of Absence

For those leaves of absence that are not legally mandated, full-time faculty may obtain a **personal** leave of absence with the consent of the department chairperson, recommendation of the Dean of the School and approval of the Provost and the President. A **personal** leave of absence is granted, upon request, for an academic term or year and can be formally renewed up to a maximum of an additional academic year. Under extraordinary circumstances, the President may extend the leave of absence for an additional period of time. Benefits such as medical, dental, vision, life and long-term disability are not due during a **personal** leave of absence; however, the faculty member may continue any or all of these benefits during any **such** leave that is not covered by the Family and Medical Leave Act of 1993, on the condition that he/she pays the entire premium. [Scholarly leave language moved to 2.13.1.5 with "normally" deleted.] A faculty member on a **personal leave of absence** must notify the Dean of the School **and** the Provost by April 1 or within 30 days of receipt of contract, whichever is later, of his/her intention to return or not to return at the beginning of the next academic year. However, faculty members are strongly urged to so notify by March 1.

[Note: 2.13.2.2 and 2.13.2.3 below replace the second paragraph of 2.2.4 in the 2003 Handbook concerning temporary reduced services.]

2.13.2.3 Scholarly Leave of Absence

Tenure and tenure-track faculty shall be eligible to apply for a one-term Scholarly Leave of Absence, **not to exceed one semester every four years**, to pursue a scholarly or creative project, **as recommended by the Dean and approved by the President**. **One academic year or less of scholarly leave of absence may be counted as part of the probationary period**. In addition, **tenured faculty, while on a scholarly leave, retain faculty status and privilege, including eligibility for sabbatical leave**. Faculty on Scholarly Leave shall receive a pro-rata salary **as well as pro-rata life and long-term disability benefits but shall retain full medical, dental, and vision benefits**. Applications for Scholarly Leave must normally be made to the Chair of the faculty member's department no later than the end of the first week of the academic term (i.e. long semester or quarter, as applicable) before that in which the leave is to be taken. Requests for Scholarly Leave **may be granted** by the President **who shall consider the following factors**: 1) the faculty member has presented a clear and substantive plan for the use of the leave which has been found meritorious by the Dean of the applicant's school **and by the Provost**. 2) the faculty member's absence will not unduly harm the ability of the home Department to offer its curriculum, the judgment to be made by the Dean of the applicant's school in consultation with the Chair of the faculty member's department. 3) **without the prior written approval of the President**, the faculty member **will not** accept new income, **related or unrelated**, to completion of the scholarly or creative project. 4) **the faculty member must return to full time status (7/7) for at least one year after the expiration of the leave, or the faculty member must reimburse the College's cost of the medical, dental and vision benefits received during the leave**.

2.14.10 TUITION REMISSION AND EXCHANGE PROGRAMS

2.14.10.1 TUITION REMISSION PROGRAM

[Text unchanged but renumbered.]

2.14.10.2 TUITION EXCHANGE PROGRAM

The Tuition Exchange Program provides a national scholarship exchange program for dependents of eligible employees with over 500 participating institutions throughout the United States and the United Kingdom. Approximately 3,000 students receive scholarships annually.

Colleges and Universities participating in this program have agreed to waive tuition for eligible dependents from other member institutions. The primary obligation of a member institution is to maintain a balance between "exports" (students applying for admission to a partner institution) and "imports" (students applying to Saint Mary's).

All students must seek admission to the partner institution and meet any applicable admission requirements.

Eligible Employees: All full-time faculty, currently teaching six (6) or more courses per academic year and staff, working 30 or more hours per week, 12 months per year, who have completed one (1) year of employment.

Eligible Dependents: Sons and daughters of eligible employees who are considered by the Internal Revenue Service to be legal dependents, and who have enrolled in or have applied to member institutions prior to attaining age 25. Verification of dependent status is required. Participation in this program is in lieu of eligibility for enrollment at Saint Mary's College.

Scholarship: Two (2) exports are allowed per academic year for a total of eight (8) exports after an initial four-year phase-in period. This total amount of export scholarships may be decreased if there are not enough offsetting import scholarships.

A tuition waiver for up to four (4) years of full-time undergraduate degree study provided the student maintains continuing eligibility. Room, board and fees are normally NOT included in the scholarships offered by the host institution. Those institutions with very high tuition rates are allowed to award less than full tuition. Most institutions will reduce their scholarship by the amount of other grants available to the students.

Excluded from scholarship are part-time study, graduate study, study in a non-degree program and study for a second undergraduate degree.

Application: Application for the Tuition Exchange Program does not guarantee acceptance to a member institution or insure a scholarship. By October 1st of each academic year the College will be able to determine the number of Tuition Exchange Scholarships available based on the current number of imports and exports and the continuing eligibility of dependents enrolled the previous year. Applicants must complete the "Application for Tuition Exchange Scholarship" form and return it to Human Resources not later than October 31st.

Human Resources will verify and determine eligibility and inform the employee/parent of the dependents' priority by November 15, based on the following procedure:

- If the number of applicants is equal to or less than the number of scholarships (normally two per academic year) all applicants will be given the opportunity to apply to a partner institution. If the number of applicants exceeds the allowed number of exports, applicants will be selected as follows:
 1. First priority will be given to the student applicant whose employee/parent has the longest continuous full-time employment at Saint Mary's College. If the number of applicants exceeds the number of scholarships, half of the scholarships will be assigned to the faculty pool, i.e. the pool of applicants with a faculty parent, and half to the staff pool. Each pool will be ranked by years of continuous full-time service by the parent. If there are an odd number of scholarships, the remaining one shall be allocated by ranking all applicants in the same manner.)
 2. Within each pool, the top-ranked applicants will be selected to apply to other consortium schools, while alternates will be determined by order of ranking. If no member of one pool desires to pursue an application for a scholarship assigned to it, that scholarship shall then be reassigned to the other pool.

3. If more than one employee/parent within a pool has the same continuous years of full-time service, ranking will be based on the date of submission of the application to Human Resources or, in the event of a tie, a drawing.

Applicants who are not selected will be placed on a list as alternates in priority order based on the sequencing described above. Alternates who are not selected but choose to enroll in a partner institution on their own may reapply for Tuition Exchange the next academic year. In the event that a recipient fails to earn admission to a partner institution, chooses to enroll in a non-tuition exchange institution or otherwise forfeits the right to receive the scholarship (i.e. resignation of parent, ineligible dependent status, etc.) alternates will be selected in the priority order listed above.

Awardees must inform Human Resources no later than April 15th that they have been accepted and have enrolled in a host institution. Scholarship winners who fail to meet this requirement will forfeit their awards to an alternate on the waiting list. Awardees who decide not to use their scholarship must notify Human Resources at the earliest possible time so that alternates can be notified.

Continued Eligibility: Students will receive up to eight (8) semesters of tuition. Continued participation depends upon yearly re-certification. Accordingly each recipient MUST:

- Submit a transcript of their academic records to Human Resources within one month of the end of their academic year, AND
- Complete a “Scholarship Renewal” form and submit it to Human Resources no later than August 1st.

Human Resources will verify and notify the employee/parent of the dependents’ continuing eligibility. Human Resources and the host institution must be notified immediately if the awardee takes a leave of absence or otherwise interrupts enrollment.

2.15 FACULTY SALARY POLICY

Saint Mary’s College values highly the contributions of its faculty in pursuing excellence in Lasallian, Catholic and liberal education. The College recognizes that it must attract and retain outstanding faculty who are committed to the College’s mission and to their own person and professional growth. Thus, the College is committed to paying competitive salaries according to the following guidelines:

Salary Goals

1. The average of salaries by rank should minimally be the average salaries by rank of Pacific States IIA institutions, as defined and published yearly in Academe, The Chronicle of Higher Education, and on Web sites. The College should strive to reach this goal within three years of the adoption of this policy.

2. To maintain competitive salaries, the budget process should also consider a smaller cohort of comparable institutions: the other schools in the WCC and Manhattan College. Many of these institutions have professional schools, which pay significantly higher salaries, particularly in the ranks of associate and full professor. In light of this, the College should aim for the median of the assistant professor salary scale at Saint Mary's to be at the median of assistant rank average salaries at these cohort institutions, as available yearly in the sources noted above.
3. The College should aim for a salary structure that is equitable across ranks, with particular attention given to the competitiveness at the assistant professor level. The salary structure should have a range of salaries, from assistant through full professor, consistent with the Pacific States IIA. Details of the implementation protocols are available from the College's Human Resources office.

Procedures for Implementation and Administration

Available in the Offices of the Provost, Human Resources, the Vice President for Finance, and the Academic Senate.

2.15.1 SALARY SCALES FOR RANKED AND ADJUNCT FACULTY

Full-time Faculty Salary Scale

The annual salary scale matrix designates a salary scale I for those faculty without the terminal degree (normally, the doctorate), and a scale II for faculty who possess the earned terminal degree (normally, the doctorate). The vertical steps each represent one year of credited experience.

When a member of the faculty has completed all requirements for the doctorate and has been officially notified by the conferring university, he/she shall present such documents to the Dean of the School and shall move from I to II in the salary scale with the commencement of the contract period or February 1, whichever date is nearest in time.

Initial placement on the full-time faculty salary scale is determined by the ~~Provost Academic Vice President~~ **Provost Academic Vice President** in consultation with the Dean of the School and chairperson of the department, as appropriate. Initial placement on the Lecturer scale is determined by the Dean of the appropriate School.

All full-time faculty salaries are paid over a 12-month period in 24 equal semi-monthly payments. All part-time salaries are paid over an applicable period determined by the Dean of the School and the Director of Human Resources. Lecturers ordinarily carry a course load of from one to four courses, have only the additional duties specified in 2.11.2 (3.), and are placed on the Lecturer salary scale.

A scale increase for each step is given per year as for full-time salaries, with Trustee approval. Lecturers are advanced from I to II with certification of earned terminal degree (normally, the doctorate), as with full-time faculty, and are advanced by step after completion of seven courses at Saint Mary's College. Advancement is made with the commencement of the contract period or February 1.

Adjunct faculty are assigned five courses or more with additional duties proportional to the extent of their instructional duties, and otherwise similar to that of the ranked faculty [see

2.11.2 (2.)] at the discretion of the College. Such faculty receive a salary based upon the full-time salary scale.

**SAINT MARY'S COLLEGE
FULL-TIME FACULTY SALARY SCALE
2004-2005**

Step	Instructor		Assistant		Associate		Professor
	I	II	I	II	I	II	
1	42,530 44,673	44,980 47,247	46,474 48,816	49,151 51,628	56,031 58,855	59,259 62,245	71,445 75,767
2	43,806 46,014	46,329 48,664	47,868 50,280	50,625 53,177	57,712 60,620	61,036 64,113	73,558 78,040
3	45,120 47,394	47,719 50,124	49,304 51,789	52,144 54,772	59,443 62,439	62,867 66,036	75,796 80,380
4			50,783 53,342	53,709 56,415	61,226 64,312	64,753 68,017	78,070 82,793
5			52,306 54,943	55,320 58,108	63,063 66,241	66,696 70,058	80,412 85,277
6			53,876 56,591	56,979 59,851	64,955 68,229	68,697 72,159	82,824 87,835
7							85,309 90,470
PRE 1989							87,442 92,732

2.15.2 FOR LECTURER POLICY AND SCALE, SEE DEAN OF APPROPRIATE SCHOOL OR OFFICE OF HUMAN RESOURCES.

2.16 GRIEVANCE

2.16.1 INTRODUCTION

1. The grievance procedure provides an individual with faculty status a procedure by which to have his/her grievance heard in a fair, predictable manner which permits the participation of his/her colleagues. The goal of the procedure is to effect the timely and equitable settlement of the grievance.
2. The grievance procedure is used to settle disputes between faculty members and other faculty members or between faculty members and academic administrators. The following are grievable issues:
 - a. alleged inadequate consideration and/or alleged violations of academic freedom by the Rank and Tenure Committee, the **Provost** ~~Academic Vice President~~, or the

President in tenure and promotion recommendations and/or decisions (see section 2.16.3);

- b. alleged inadequate consideration and/or alleged violations of academic freedom in reappointment recommendations and/or decisions not involving the Rank and Tenure Committee (see section 2.16.4);
- c. all other grievances not involving the rank and tenure review process which allege errors in policies, errors in carrying out policies or procedures, or violations of academic freedom (see section 2.16.4);
- d. alleged violations of equal employment opportunity policies. (Cases of alleged harassment (other than sexual) or discrimination on the basis of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age (40 years or older), medical condition, or physical or mental disability are dealt with under section 2.16.5.)

2.16.2

PROCEDURES THAT APPLY TO ALL GRIEVANCES

1. Grievances must be initiated in writing within twenty (20) school days of the alleged offense. For a definition of "school days" see section 2.16.2.97.
 - a. Grievances where neither the **Provost Academic Vice President** nor the President is a party in the grievance are initiated in the Office of the **Provost Academic Vice President**.
 - b. Grievances where the **Provost Academic Vice President** is a party in the grievance are initiated in the Office of the President.
 - c. Grievances where the President is a party in the grievance are initiated in the Office of the President.
 - d. Grievances involving equal employment opportunity and/or the College's non-discrimination policies are initiated with the Director of Human Resources, who also serves as the College's Equal Employment Opportunity Compliance Committee chairperson (see section 2.16.5). Complaints involving allegations of sexual harassment are reported to and investigated by the Director of Human Resources (see section 2.9.2.1.)
2. The **Provost Academic Vice President** or the President can designate another individual to receive grievances or to act in his/her place in discharging any responsibilities assigned to either of these parties under these procedures.
3. The faculty member initiating the grievance is responsible for presenting a clear, coherent, well-documented, well-argued case to the Committee. The Committee does not formulate the case for the grieving faculty member.
4. When filing a written grievance, the faculty member initiating the grievance must cite the *Faculty Handbook* section number under which he/she is grieving.

5. Whenever a faculty member is participating in the grievance process he/she may be accompanied or represented by one of his/her colleagues who serves without prejudice or fear of reprisal.
6. When required, written notification must be received by the school day indicated in the grievance procedure. Notification will be made by certified mail. All parties are responsible for providing accurate information to either the President or the **Provost** ~~Academic Vice President~~ as to how they may be reached.
7. When deadlines are identified in the grievance procedure, the parties have until 3:00pm on the designated school day to complete the required activity.
8. If all parties to the grievance believe their time could be profitably extended beyond a time limit outlined in the grievance procedure, they can agree to an extension by defining it in writing before the original time limit elapses. Extension should be for no more than double the original time allocated for the activity, unless extraordinary circumstances occur such as prolonged illness or sabbatical leave.
9. All references to "school days" in the grievance procedures refer to days on which regular undergraduate scholastic year classes are scheduled (including the week of final examinations), according to the official academic calendar published in the College *Catalog*. This definition of "school days" applies to all faculty members regardless of the program in which they teach. In particular, undergraduate vacation days and the undergraduate summer vacation period do not count as school days even though faculty in some programs (e.g., graduate business, extended education, etc.) teach during these times.
10. A grievance will be considered beginning with Step I of the procedure and continuing in established order until a settlement has been reached or a decision has been accepted by all parties to the grievance or the last step has been fully implemented.
11. If a settlement has not been reached or a party to the grievance is dissatisfied with the decision made, the party may make an appeal which brings the case to the next step. A decision is final if it is not appealed within given time limits or if no further appeal can be taken under this procedure.
12. After commencement of a grievance procedure, additional grievances or alterations in the original grievance require that the procedure begin again.
13. Fourteen faculty members are elected to the Grievance Committee. For those steps in these procedures that require the Grievance Committee, each party to the case can challenge two members within ten (10) school days of the actual notice of the composition of the Grievance Committee. Challenges are preemptory and without personal or professional prejudice. All five members of the Grievance committee must be present at deliberation meetings, and all five must vote. No abstentions are allowed. See section 1.7.4.1 for a full description of how the Grievance Committee is constituted. In addition, in an academic year in which the number of concurrent grievances exceeds three, the chair of the Academic Senate has the discretionary power to enlarge the Committee from the alternates and runners-up from the previous two election years; the Committee is to be enlarged prior to the challenge stage.

14. A Grievance Committee member may serve on a maximum of two concurrent grievances.
15. At the conclusion of grievances involving the Rank and Tenure Committee, the chair of the Grievance Committee will meet with the chair of the Rank and Tenure Committee to discuss, without violating the confidentiality of the grievance process or the privacy of the individual(s) involved, the ways in which such a grievance might be avoided in the future.

2.16.3

GRIEVANCES ARISING FROM ALLEGED INADEQUATE CONSIDERATION AND/OR ALLEGED VIOLATIONS OF ACADEMIC FREEDOM BY THE RANK AND TENURE COMMITTEE, THE **PROVOST ACADEMIC VICE PRESIDENT**, OR THE PRESIDENT IN TENURE AND PROMOTION RECOMMENDATIONS AND/OR DECISIONS

1. Grievances in which the **Provost Academic Vice President** and/or the Rank and Tenure Committee arrived at a negative recommendation and where the President renders a negative decision are considered under section 2.16.3.1.
2. Grievances in which both the **Provost Academic Vice President** and the Rank and Tenure Committee arrived at positive recommendations but in which the President renders a negative decision are considered under section 2.16.3.2.
3. Grievances in which a faculty member is not reappointed and where the non-reappointment does not involve the Rank and Tenure Committee are considered under section 2.16.4.

2.16.3.1

Grievances in cases of a negative rank and tenure decision by the Rank and Tenure Committee and/or the **Provost Academic Vice President** and where the President renders a negative decision

See Figure 1 for a time line of this section.

1. If the President renders a negative decision in agreement with a negative decision by the Rank and Tenure Committee and/or the **Provost Academic Vice President**, the faculty member may grieve the decision.
2. A written petition alleging inadequate consideration and/or a violation of academic freedom shall be sent to the President within twenty (20) school days of the postmarked date of the President's notification. Within five (5) school days the President will forward the petition to the **Provost Academic Vice President** and to the chairperson of the Academic Senate who will refer it to the Grievance Committee. See section 2.16.2(4) for the requirements of written notification.
3. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 25 school days

Step I Informal Discussion

There is no informal step in this procedure. Informal consultation with the **Provost** ~~Academic Vice President~~ takes place before the recommendations of the Rank and Tenure Committee and the **Provost** ~~Academic Vice President~~ are forwarded to the President for his consideration. The filing of a grievance in cases of inadequate consideration and/or a violation of academic freedom in promotion and/or tenure decisions is immediately referred to the Grievance Committee.

Step II Grievance Committee Procedure

1. The chairperson of the Academic Senate will ensure that the Grievance Committee is constituted within ten (10) school days from the receipt of the request. The decision of the Grievance committee must be rendered within thirty (30) school days from the constitution of the committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the committee is operative within ten (10) school days from assignment to the committee.

2. The Grievance Committee will determine whether the recommendation of the Rank and Tenure Committee and/or the **Provost** ~~Academic Vice President~~ may have been the result of inadequate consideration of the case in terms of the rank and tenure standards of the College and/or a violation of academic freedom. The Grievance Committee should not judge the merits of the case. Rather, the Committee should decide whether on its face, a case for reconsideration by the Rank and Tenure Committee or the **Provost** ~~Academic Vice President~~ has been made by the grievant.
3. The members of the Grievance Committee who are considering the case will have access to the confidential material which is available to members of the Rank and Tenure Committee and the **Provost** ~~Academic Vice President~~ for the case being grieved. They shall also have access to those portions of the minutes of the meeting(s) in which the grievant's case was discussed. At the sole discretion of the Grievance Committee, should the members find some information ambiguous or contradictory, the Committee may write to the individual(s) and solicit written responses(s) from the individual(s) who has information concerning the case for the purpose of clarification of ambiguous or contradictory information. The Grievance Committee is bound by the same confidentiality that binds the Rank and Tenure Committee.
4. The Grievance Committee shall consider only whether the information available to the Rank and Tenure Committee was adequate to support its decision and whether it was viewed only in the light of relevant standards.
5. The Grievance Committee will provide a written decision within thirty (30) school days from the constitution of the Committee. Copies will be provided to the faculty member, the Rank and Tenure Committee, the **Provost** ~~Academic Vice President~~, and the President of the College. If the Grievance Committee believes that the faculty member has no valid grievance, this shall be the final step in the faculty member's grievance.
6. If the Grievance Committee believes that the faculty member has a plausible case for reconsideration, it will direct the Rank and Tenure Committee (sitting at the time of the direction) and/or the **Provost** ~~Academic Vice President~~ to reconsider. The Grievance

Committee will indicate in what respects it believes the consideration may not have been adequate. If the Grievance Committee finds that information in a specific area was unavailable, insufficient, or inaccurate, it will direct that such information be supplied or corrected through the Office of ~~the Academic Affairs Vice President~~ and be submitted to the Rank and Tenure Committee for its reconsideration of the case.

7. The records of the Grievance Committee will be kept in a confidential file in the Office of the President. These records will be kept separate from any personnel files.

Maximum time line since grievance occurred: 65 school days

8. If so directed, the Rank and Tenure Committee, and/or the **Provost Academic Vice President**, will reconsider the case in light of the Grievance Committee's written decision and provide the President with their recommendations within thirty (30) school days of the directive. If the directive is submitted when there is no active Rank and Tenure Committee, the appeal will be held over until there is a new Rank and Tenure Committee. This new Rank and Tenure Committee, and/or the **Provost Academic Vice President**, will consider the case and provide the President with their recommendations within thirty (30) school days after the committee is constituted.

Maximum time line since grievance occurred: 95 school days

1. The President will have ten (10) school days after receipt of the Rank and Tenure Committee's and/or ~~the Provost's Academic Vice President's~~ recommendations to render a final decision on the case. He will state his reasons in writing to the faculty member.

Maximum time line since grievance occurred: 105 school days

2.16.3.2 Grievance in Case of a Negative Rank and Tenure Decision by the President in Opposition to a Positive Recommendation by the Rank and Tenure Committee and the **Provost Academic Vice President**

See Figure 2 for a time line of this section.

1. If the President renders a negative decision in opposition to positive recommendations by both the Rank and Tenure Committee and the **Provost Academic Vice President**, the faculty member may appeal the decision.
2. A written notification alleging inadequate consideration and/or a violation of academic freedom shall be sent to the President within twenty (20) school days of the postmarked date of the President's notification.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

3. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 20 school days

Step I Informal Discussion

1. Following the receipt of the written notification, the President shall call for a meeting between the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Successful resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by either party should the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the appeal is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first, unless otherwise provided by all parties in writing. See section 2.16.2.6.

Maximum time line since grievance occurred: 40 school days

Step II Grievance Committee

If no resolution occurs at Step I, the faculty member may request a consideration by the Grievance Committee. The faculty member must give the chairperson of the Academic Senate, for delivery to the Grievance Committee and the President, a written complaint explaining specifically why the President's decision is believed to be erroneous. The complaint and request for consideration by the Grievance Committee must be received by the chairperson of the Academic Senate within fifteen (15) school days after the completion of the informal discussion. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 55 school days

Step III Grievance Committee Procedure

1. The chairperson of the Academic Senate will insure that the Grievance Committee is constituted within ten (10) school days from the receipt of the request. The decision of the Grievance Committee must be rendered within thirty (30) school days from the constitution of the Committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the Committee is operative within ten (10) school days from assignment to the committee.

2. The Grievance Committee shall then review the written complaint, recommendations of the Rank and Tenure Committee and the ~~Provost Academic Vice President~~ and the statement of reasons by the President, and any other pertinent material that the Committee gathers. If the Grievance Committee decides by majority vote the consideration by the President was prima facie inadequate or a prima facie violation of academic freedom, it will ask the President to reconsider.

Maximum time line since grievance occurred: 95 school days

3. The President has ten (10) school days to reconsider his decision and inform the faculty member in writing of his final decision and supporting reasons. During this period the President may confer with either the grievant and/or the Grievance Committee. In cases involving inadequate consideration, the decision of the President is final. In cases involving academic freedom only, the grievant may appeal the decision.

Maximum time line since grievance occurred: 105

Step IV Appeal to the Board of Trustees

1. In cases involving academic freedom only, a party dissatisfied with the decision rendered by the President may appeal to the Board of Trustees or to a committee thereof. The party must submit a written complaint to the chairperson of the Board of Trustees specifying why the decision of the President is believed to be erroneous and the redress sought. The chairperson of the Board of Trustees will forward a copy of the written complaint to the President. The complaint must be received within fifteen (15) school days of the decision by the President. See section 2.16.2(4) for the requirements of written notification.
2. The Board of Trustees or a committee created at the discretion of the chairperson of the Board will have forty-five (45) school days for deliberation and to render a final decision on the case. A copy of the decision shall be distributed to both parties.

Maximum time line since grievance occurred: 165 school days

2.16.4

GRIEVANCES THAT ALLEGE ERRORS IN POLICY NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, ERRORS IN CARRYING OUT POLICIES OR PROCEDURES NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, VIOLATIONS OF ACADEMIC FREEDOM NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, OR INADEQUATE CONSIDERATION AND/OR VIOLATION OF ACADEMIC FREEDOM IN REAPPOINTMENT RECOMMENDATIONS AND/OR DECISIONS NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS.

1. Grievances to which the President is not a party are considered under section 2.16.4.1.
2. Grievances to which the President is a party are considered under section 2.16.4.2.

2.16.4.1

Grievances To Which the President Is Not a Party That Allege Errors in Policy Not Involving the Rank and Tenure Review Process, Errors in Carrying Out Policies or Procedures Not Involving the Rank and Tenure Review Process, Violations of Academic

Freedom Not Involving the Rank and Tenure Review Process, or Inadequate Consideration and/or Violations of Academic Freedom in Reappointment Recommendations and/or Decisions Not Involving the Rank and Tenure Review Process.

See Figure 3 for a time line of this section.

1. If the faculty member desires to file a grievance under section 2.16.4.1, he/she shall within twenty (20) school days of the alleged error or violation assure that a written petition is received by the **Provost Academic Vice President** stating the grounds upon which the faculty member bases his/her grievance and the redress sought. If the grievance is against the **Provost Academic Vice President**, the grievant will assure that within twenty (20) school days of the alleged error or violation the written petition is received by the President.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Step I Informal Discussion

1. Following the receipt of the written notification, the **Provost Academic Vice President** or the President shall call for a meeting with the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2(6).

Maximum time line since grievance occurred: 40 school days

Step II Written Complaint of Grievance

1. Within fifteen (15) school days from the terminal date of the informal discussion, the grievance and redress sought must be submitted as a formal complaint in writing to the

~~Provost Academic Vice President~~ together with a copy to the other party to the grievance, who will then have ten (10) school days from the receipt of the copy to answer the complaint in writing to the ~~Provost Academic Vice President~~. If the ~~Provost Academic Vice President~~ is a party to the grievance, the written complaint must be submitted to the President. See section 2.16.2(4) for the requirements of written notification.

The ~~Provost Academic Vice President~~, or in cases where the ~~Provost Academic Vice President~~ is a party to the grievance, the President, shall then consider the written complaint and the answer to the complaint, together with any oral or written statements and other pertinent data he/she may seek or require, and make his/her decision in writing with a copy to each party to the grievance, not later than thirty-five (35) school days from the terminal date of the informal discussions. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 75 school days

Step III Grievance Committee

1. A party to the grievance who is dissatisfied with the decision of the ~~Provost Academic Vice President~~ or President and who desires the chairperson of the Academic Senate to convene the Grievance Committee, must give the chairperson, for delivery to the Grievance Committee, a written complaint explaining specifically why the decision is believed to be erroneous, and request consideration by the Grievance Committee. The complaint and request must be received by the chairperson of the Academic Senate within fifteen (15) school days after the decision by the ~~Provost Academic Vice President~~ or President. The chairperson of the Academic Senate will insure that the committee be constituted within ten (10) school days from receipt of the request. See section 2.16.2(4) for the requirements of written notification.
 - i. If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the committee is operative within ten (10) school days from assignment to the committee.
2. The Grievance Committee:
 - a. Shall ascertain that Steps I and II were unsuccessful in bringing about a settlement;
 - b. May at any time during the process:
 - i. Confer with any members of the College community appropriate to the case. Any person serving as a conferee serves without prejudice or fear of reprisal.
 - ii. Decline to review the case for jurisdictional reasons or because the grievance has become moot and shall submit a written report of the reason for refusal.
 - iii. Engage in additional fact-finding, suggest policy changes, and decide what redress, if any, is due to the grievant.

- c. Shall render a decision in the case by means of a majority vote.
 - d. Shall preserve the confidentiality of the proceedings. Meetings are not public.
 - e. Shall deliver to the Office of the President the records of the Grievance Committee and all related documentation. These records will be kept in a confidential file in the Office of the President, separate from any personnel files.
3. The Grievance Committee must notify the parties of its decision within thirty (30) school days from the constitution of the Committee.

Maximum time line since grievance occurred: 130 school days

Step IV Appeal to President

1. A party dissatisfied with the decision rendered by the Grievance Committee may appeal to the President of the College. The party must submit a written complaint, specifying why the decision by the Grievance Committee is believed to be erroneous and the redress is being sought. The complaint must be received within fifteen (15) school days of the decision by the Grievance Committee. See section 2.16.2(4) for the requirements of written notification.
2. The President will have ten (10) school days to render a final decision on the case. A copy of the decision shall be distributed to both parties. The President's decision shall be final.

Maximum time line since grievance occurred: 155 school days

2.16.4.2

Grievances To Which the President Is a Party That Allege Errors in Policy Not Involving the Rank and Tenure Review Process, Errors in Carrying Out Policies or Procedures Not Involving the Rank and Tenure Review Process, Violations of Academic Freedom Not Involving the Rank and Tenure Review Process, or Inadequate Consideration and/or Violation of Academic Freedom in Reappointment Recommendations and/or Decisions Not Involving the Rank and Tenure Review Process.

See Figure 4 for a time line of this section.

1. If the faculty member desires to file a grievance under section 2.16.4.2, he/she shall within twenty (20) school days of the alleged error submit a written petition to the President stating the grounds upon which the faculty member bases his/her grievance and the redress sought.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Step I Informal Discussion

1. Following receipt of the written notification, the President shall call for a meeting between the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by either party should the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2(6).

Maximum time line since grievance occurred: 40 school days

Step II Appeal to the Board of Trustees

1. If no resolution occurs at Step I, the Faculty member may appeal to the Board of Trustees or to a committee thereof created at the discretion of the chairperson of the Board. The party must submit to the chairperson of the Board of Trustees a written complaint and the redress sought. The chairperson of the Board of Trustees will forward a copy of the written complaint and the redress sought to the President. The complaint and the redress sought must be received within fifteen (15) school days of the end of Step I. See section 2.16.2(4) for the requirements of written notification.
2. The Board of Trustees or a committee thereof created at the discretion of the chairperson of the Board will have thirty (30) school days for deliberation and to render a final decision on the case. A copy of the decision shall be distributed to both parties.

Maximum time line since grievance occurred: 85 school days

2.16.5.1 Grievance In Case of Alleged Harassment (Other than Sexual) or Discrimination on the Basis of Race, Color, Ancestry, Religion, National Origin, Gender, Age (40 Years or Older), Marital Status, Sexual Orientation, Medical Condition or Physical or Mental Disability¹

¹ When an employee or student has a complaint alleging conduct that may constitute sexual harassment involving an employee, that complaint should be referred directly and promptly to the Director of Human Resources, who serves as the chair of the Equal Employment Opportunity Compliance Committee.

See Figure 5 for a time line of this section.

1. A written petition alleging harassment (other than sexual) or discrimination on the basis of race, color, ancestry, religion, national origin, gender, age, marital status, sexual orientation, medical condition or physical or mental disability shall be sent to the chairperson of the Equal Employment Opportunity Compliance Committee within twenty (20) school days of the alleged event. See section 1.7.2.2 for a complete description of the Equal Employment Opportunity Compliance Committee.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 20 school days

Step I Informal Process

1. Following receipt of the written grievance the chairperson of the Equal Employment Opportunity Compliance Committee shall call for a meeting between the chairperson and the grievant to take place not later than ten (10) school days after the written notice is received.
2. Resolution of the grievance through informal dialogue and mediation is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. At the initial meeting with the grievant, the chairperson of the Equal Employment Opportunity Compliance Committee will determine if preliminary means of resolution have been attempted. If appropriate, the chairperson will attempt further preliminary means of resolution.
4. No further action on the complaint will be taken unless such preliminary means of resolution have been attempted.
5. If the matter is settled at this point, a written memorandum of the complaint and resolution of the parties involved will be prepared by the chairperson of the Equal Employment Opportunity Compliance Committee. Copies of the memorandum will be sent to the parties involved. The original will be retained in a separate file in the Human Resources office.
6. The informal process may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion with the chairperson of the Equal Employment Opportunity Compliance Committee, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2.6.

Maximum time line since grievance occurred: 40 school days

Step II Written Complaint of Grievance

If no resolution occurs at Step I, the grievant may within fifteen (15) school days of the terminal date of the informal discussion appeal to the Equal Employment Opportunity Compliance Committee by submitting a written complaint which specifies the alleged offense and the individual(s) against whom the complaint is lodged. The complaint is submitted to the chairperson of the Equal Employment Opportunity Compliance Committee. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 55 school days

Step III Equal Employment Opportunity Compliance Committee Procedure

1. The chairperson of the Equal Employment Opportunity Compliance Committee will insure that the Equal Employment Opportunity Compliance Committee is operational within ten (10) school days from the receipt of the written complaint. Further, the decision of the committee must be rendered within thirty (30) school days from the constitution of the committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Equal Employment Opportunity Compliance Committee shall assign it to the Equal Employment Opportunity Compliance Committee within twenty (20) school days after the commencement of the next academic year.

Maximum time line since grievance occurred: 65 school days

2. The Equal Employment Opportunity Compliance Committee:
 - a. Shall ascertain that Step I was unsuccessful in bringing about a settlement.
 - b. Must undertake a thorough and prompt investigation of the grievance by conducting interviews, reviewing written materials provided by or requested from the parties or other persons having personal knowledge regarding the allegations of the complaint, by meeting witnesses, or, at its discretion, by other means of investigation that help to inform the Committee. It is not required that the Committee conduct a hearing. However, if the Committee decides to conduct a hearing, then the parties involved shall be consulted regarding a suitable time and place for any hearing. The complainant(s) and the person(s) accused shall have the right to be heard. The Committee shall have the right to request witnesses to appear and to hear their testimony. Lawyers are not permitted to appear at or participate in the hearing.
 - c. Shall render a decision in the case by means of a majority vote even if the individual(s) against whom the complaint is made refuses to appear or present a defense. The decision may include:
 - i. dismissal of the grievance;
 - ii. a declaration which states the rights of each party;
 - iii. a call upon appropriate authority to impose sanctions;
 - iv. other appropriate action based on the circumstances presented.

- d. Shall preserve the confidentiality of the proceedings. Meetings are not public.
- e. The record of the Committee hearings and all related documentation will be kept in a confidential file in the Human Resources office. These records will be kept separate from any personnel files.
- f. The chairperson of the Equal Employment Opportunity Compliance Committee must notify the grievant, the individual(s) against whom the complaint was brought, and the President of the College of the Committee's resolution within thirty (30) school days from the first operation of the Committee. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 95 school days

- g. In the case of recommended sanctions, a copy of the Committee's decision will be delivered to the person or authority who is to impose the sanctions and a copy will be placed in the personnel files in the Human Resources office of the individual(s) against whom the complaint was lodged. The person or authority who is to impose the sanctions shall within thirty (30) school days of receiving the recommendation make a written report to the chairperson of the Equal Employment Opportunity Compliance Committee.

Step IV Appeal to the President

- 1. A grievant or the individual(s) against whom the complaint was lodged is dissatisfied with the decision rendered by the Equal Employment Opportunity Compliance Committee may appeal to the President of the College. The party must submit a written complaint, specifying why the decision by the Equal Employment Opportunity Compliance Committee is believed to be erroneous and the redress sought. The complaint must be received within fifteen (15) school days of the decision by the Equal Employment Opportunity Compliance Committee. See section 2.16.2(4) for the requirements of written notification.
- 2. The President will have twenty (20) school days to render a final decision on the case. A copy of the decision shall be distributed to both parties and to the chairperson of the Equal Employment Opportunity Compliance Committee. The President's decision shall be final.

Maximum time line since grievance occurred, in event of sanctions: 125 school days.

Maximum time line since grievance occurred, in event of Appeal to President: 130 school days.

3. ACADEMIC POLICIES AND SERVICES

3.1 CLASSROOM POLICIES

3.1.1 ACADEMIC HONESTY POLICY, VIOLATIONS, PROCEDURES, AND PENALTIES

3.1.1.1 Academic Honesty

Saint Mary's College expects every member of its academic community to promote and abide by ethical standards, both in conduct and exercise of responsibility toward other members of the community. Absolute honesty must be adhered to at all times if the integrity of scholarship and the reputation of the College are to be maintained. Academic dishonesty is a serious offense at the College because it undermines the bonds of trust and honesty between members of the community and defrauds those who may eventually depend upon the community's integrity and knowledge.

Any work that a student undertakes as part of progress toward a degree or certification must be the student's own, unless the relevant instructor specifies otherwise. That work may include examinations, whether oral or written, oral presentations, homework, laboratory exercises, papers, reports, and other written assignments. Whenever possible, an instructor should specify the rules that students are to follow in completing these assignments. In written work other than examinations, a student must clearly indicate the sources of information, ideas, opinions, and quotations that are not his or her own.

Academic dishonesty as identified below is clearly distinguished from the free discussion and interchange of ideas among students and faculty, one of the most important benefits of academic life. The College encourages such discussions and interchanges in every possible way.

For the 2004-2005 academic year, see the Student Handbook section (pp. 20-26) on the Academic Honor Code. The pledge, principles of action, violations, sanctions, and procedures prescribed under that Code spelled out there supercede the material on academic honesty in the previous Faculty Handbook and will be followed during the 2004-2005 academic year while the Academic Senate approves appropriate revisions for inclusion in the Faculty Handbook for 2005-2006. All Saint Mary's College students, faculty, and staff are bound by the Academic Honor Code beginning August 30, 2004.

~~The following definitions of academic dishonesty and resultant penalties are published in both the *Student Handbook* and the *Faculty Handbook*. All students are presumed to be and are held responsible for being acquainted with these regulations.~~

3.1.1.2 ~~Academic Dishonesty~~

~~Any activity, which represents falsely one's own academic performance or interferes with that of another, is academic dishonesty. The most common forms of academic dishonesty are cheating and plagiarism. To cheat is to use or to attempt to use intentionally deception or dishonesty in the completion of any type of academic endeavor or exercise (for example, homework, quiz, examination, written assignments).~~

~~To plagiarize is to intentionally or knowingly represent as one's own work another person's ideas, data, or language in any academic endeavor or exercise without specific and proper acknowledgment. Thus, in order to avoid plagiarism one must always specifically acknowledge one's indebtedness to the words, ideas or data of another, whether these are quoted, paraphrased, summarized or otherwise borrowed.~~

~~The forms of academic dishonesty discussed above include, but are not restricted to:~~

- ~~1. **Use or performance of another person's work:** Intentionally submitting or attempting to submit a paper that someone else has authored, either in part or whole, or submitting or attempting to submit a paper which owes any part of its substance to unacknowledged assistance from another; creating all or part of a paper or other assignment for another person.~~
- ~~2. **Misconduct during an examination:** Copying or attempting to copy from another student's paper, consulting unauthorized materials, giving information to another student, or colluding or attempting to collude with one or more students during an examination.~~
- ~~3. **Prior possession of an examination:** Acquiring or possessing or attempting to acquire or to possess an examination before it is given, unless the instructor grants permission.~~
- ~~4. **Submission of false data:** Submitting or attempting to submit contrived or altered data, quotations, or documentation with an intent to mislead, or deliberately attributing material to a source other than that from which a student obtained it.~~
- ~~5. **Submission of work previously used:** Submitting or attempting to submit, without an instructor's prior permission, any academic work that a student has already submitted in the same or similar form as part of an academic requirement at this College or at any other institution.~~
- ~~6. **Falsification of transcripts, grades, or other official records:** Falsifying, tampering with, or misrepresenting or attempting to falsify, tamper with, or misrepresent, one's own transcript or other official administrative document, or that of another student or any material relevant to a student's academic performance, including reporting false information about internship, clinical or practical experiences of the student.~~
- ~~7. **Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.~~

~~3.1.1.3 — Procedures~~

~~3.1.1.3.1 — Charge of Academic Dishonesty Initiated by Instructor~~

- ~~1. If an instructor suspects a student of engaging in an act of academic dishonesty, the instructor should promptly seek to discuss the alleged offense with the student before reporting it to other members of the academic community. If after this discussion it is resolved that no violation of academic honesty occurred, the issue is resolved. However, if during this discussion the student acknowledges a violation of academic honesty occurred, the instructor notifies the department chairperson and follows the procedures outlined below in 3.1.1.3.(3), and the appropriate penalty is assessed.~~

2. ~~If the student denies that a violation of academic honesty occurred but the instructor is unconvinced, the instructor consults the chairperson of the department (in cases where the instructor is the chairperson, he/she consults with a senior colleague in the department). In cases where the instructor and the chairperson disagree, they may consult colleagues in order to clarify the suspected act of academic dishonesty, but every effort should be made to protect the student's privacy. If, at this point, the chairperson does not find that an act of academic dishonesty has occurred, the matter will not be pursued further.~~
3. ~~If the instructor and the chairperson agree that an act of academic dishonesty has occurred, the instructor will report the offense to the Dean of the student's School, who shall inform the Registrar. The Registrar will then record on the student's permanent record the information that the student has been so charged and will inform the student's faculty advisor.~~
4. ~~The Dean of the student's School will call the student within seven (7) calendar days to schedule a conference to explain the seriousness of the offense, the penalties and the procedures for appeal. The student will be required to acknowledge in writing that this information is understood. Such an acknowledgement is not to be construed as an admission of guilt.~~
5. ~~The student may, within seven calendar days of the conference with the Dean, file a written appeal to the Committee on Academic Appeals through the Office of the Dean for Academic Development. The Dean for Academic Development will convene the Committee on Academic Appeals after determining that the foregoing procedures have been followed.~~
6. ~~If no appeal has been filed by the student with the Dean for Academic Development within seven (7) calendar days after the conference with the Dean of the School, the charge of academic dishonesty becomes final and appropriate penalties are applied (see section 3.1.1.4, Penalties).~~
7. ~~If an appeal has been filed with the Dean for Academic Development within seven calendar days after the conference with the Dean of the School, the Dean for Academic Development will convene the Committee on Academic Appeals to hear the appeal. If the decision is against the student, the appropriate penalties are applied (see section 3.1.1.4). The student, instructor, appropriate department chairperson, Registrar, and Dean of the student's School are notified in writing of the Committee's decision, either in favor of or against the student. If the decision is in favor of the student, the charge of academic dishonesty is deleted from the student's permanent academic record. The Committee's decision is final.~~

3.1.1.3.2 ~~Charge of Academic Dishonesty Initiated by Registrar~~

1. ~~If the Registrar suspects a student of engaging in an act of academic dishonesty, the Registrar should promptly seek to discuss the alleged offense with the student before reporting it to other members of the academic community. If after this discussion it is resolved that no violation of academic honesty occurred, the issue is resolved. However, if during the discussion the student acknowledges a violation of academic honesty occurred, the Registrar notifies the Dean of the student's School and follows the procedures outlined below in (3) and the appropriate penalty is assessed.~~

- ~~2. If the student denies that a violation of academic honesty occurred but the Registrar is unconvinced, the Registrar consults the Dean of the student's School. If at this point the Dean does not find that an act of academic dishonesty has occurred, the matter will not be pursued further.~~
- ~~3. If the Dean of the student's School and the Registrar agree that an act of academic dishonesty has occurred, the Registrar will then record on the student's permanent academic record the information that the student has been so charged and will inform the student's faculty advisor.~~
- ~~4. The Dean of the student's School will call the student within seven (7) calendar days to schedule a conference to explain the seriousness of the offense, the penalties and the procedures for appeal. The student will be required to acknowledge in writing that this information is understood. Such an acknowledgement is not to be construed as an admission of guilt.~~
- ~~5. The student may, within seven (7) calendar days of the conference with the Dean, file a written appeal to the Committee on Academic Appeals through the Office of the Dean for Academic Development. The Dean for Academic Development will convene the Committee on Academic Appeals after determining that the foregoing procedures have been followed.~~
- ~~6. If the appeal fails or if after seven (7) calendar days from the date of the conference with the Dean of the School no appeal has been filed, the decision will become final and the following penalties will be applied:~~
- ~~7. If an appeal has been filed with the Dean for Academic Development within seven (7) calendar days after the conference with the Dean of the School, the Dean for Academic Development will convene the Committee on Academic Appeals to hear the appeal. If the decision is against the student, the appropriate penalties are applied (see section 3.1.1.4). The student, instructor, appropriate department chairperson, Registrar, and Dean of the student's School and faculty advisor are notified in writing of the Committee's decision. If the decision is in favor of the student, the charge of academic dishonesty is deleted from the student's permanent academic record. The Committee's decision is final.~~

~~3.1.1.4 Penalties~~

- ~~1. The penalty for the first offense under 3.1.1.2 (1) through (5), above, shall be total loss of credit for the assignment or examination in question.~~
- ~~2. The penalty for the second offense under 3.1.1.2 (1) through (5), above, shall be failure in the course in question and dismissal from the College by the Dean of the student's School. In a case where an appeal is pending at the time of graduation, the diploma shall be withheld until the case is resolved.~~
- ~~3. The penalty for an offense under 3.1.1.2(6) or 3.1.1.2 (7) above, given the nature of the cases that could be included within these categories, will be determined through the individual review of each case by the Dean of the student's School and the Registrar. The penalty for a first offense could include dismissal from the College.~~

4. ~~A student who has been dismissed from the College for academic dishonesty may not petition the Dean of his or her School for readmission before the end of the next long term.~~
5. ~~Within ten (10) calendar days after receiving notice of dismissal from the College, only a student who alleges extraordinary or extenuating circumstances in connection with the dismissal may seek a review by the Academic Vice President. If the Academic Vice President, or his/her designee, in his/her sole discretion, determines that the allegations of the student constitute extraordinary or extenuating circumstances, he/she will review the entire case leading to dismissal and decide whether the allegations of such circumstances are sufficient to overturn the penalty of dismissal. The Academic Vice President or his/her designee will render a decision within twenty (20) calendar days and communicate that decision in writing to the student within this twenty (20) day period.~~

Note: Disciplinary action taken under **the Academic Honor Code** ~~this~~ procedure is independent of the awarding of grades (an academic matter), and provisions of this procedure cannot be used for changing awarded grades.

3.1.5 ORDER IN THE CLASSROOM

It is the faculty member's responsibility to create and maintain in his/her classroom an atmosphere conducive to serious academic pursuits. Hence, he/she may establish non-discriminatory norms for classes that further these goals. The Vice **Provost President** for Student **Life Affairs** should be consulted in cases of serious disciplinary problems in student conduct.

3.2 REGISTRARIAL POLICIES

3.2.1 TRADITIONAL UNDERGRADUATE ACADEMIC CALENDAR

For the traditional undergraduate programs, ~~registration and~~ classes for the fall term customarily ~~occur on the Tuesday after~~ **begin on the Monday before** Labor Day. The fall term runs for fifteen weeks, including a final examination week. The third (or fourth) Friday in October and Thanksgiving recess (Thursday and Friday) are holidays in the fall. Registration for the January term is customarily the first Monday after January 1. Classes for the January term begin on registration day and continue for four weeks. After a one-week break, the spring term commences (i.e., five weeks after the start of the January term), and classes begin on Monday. The term lasts for fifteen weeks, including a final examination week, the only holidays being the week preceding Easter through Easter Monday. The spring term ends after Commencement exercises take place.

The process for setting the academic calendar for the traditional undergraduate programs is as follows: Three years in advance, the Dean for Academic Development constructs an academic calendar using the above guidelines. The calendar is reviewed and approved in sequence by the Educational Policies Board (~~in consultation with the Campus Student Life Committee~~), **Provost** Council of Deans, and the Academic Senate, each body ensuring that the calendar is guided by academic principles and processes (e.g., concern for loss of Monday classes due to holidays).

3.3 ACADEMIC RESOURCES

3.3.1 LIBRARY

Saint Albert Hall, named for the 13th-century philosopher and theologian, houses the collections, services, and technologies which make up the library. Print, audio, film, and electronic titles are selected and organized to support the undergraduate and graduate curriculum. The print collection includes over ~~210 496~~ 210,496,000 volumes and 6,000 non-print items (microforms, maps, video recordings, CD-ROM/multimedia titles). Electronic information resources are described in detail below.

Access to text, images, and data on the Internet is enhanced by the library's Website (<http://librarygaia.net.stmarys-ca.edu>). The reference collection is designed to provide primary information, as well as links to other library resources in the Bay Area and beyond. The library also houses the College Archives, The Library for Lasallian Studies, and a special collection on Cardinal Newman and His Times.

Spaces for reading and study, group and individual, as well as for interactive collaboration, are provided. Reference librarians are available on a regular schedule and for extended assistance by appointment.

3.3.1.1 Instructional Services

Librarians provide instruction to students and faculty in the effective access, use and evaluation of a variety of library and worldwide information resources, which include traditional print sources, CD-ROM databases, networked electronic resources, and the Internet.

In addition to the basic-level library instruction sessions given to all students in the English Composition program and for the School of Extended Education, librarians develop in consultation with faculty, specialized and advanced library sessions and/or assignments which support course objectives and curriculum requirements.

Instruction librarians also offer a series of Internet/WWW workshops which educate about the organization and evaluation of resources found on the Internet, including browsers, search tools, and retrieval options. Contact the Coordinator of Instructional Services or the librarian subject selector for indicated department.

3.3.1.2 Faculty Research Assistance

In addition to regularly scheduled reference/information assistance provided at the Library's Reference Desk, extended research assistance is also available. For some more specialized research needs, librarians will conduct searches in electronic databases which are not available for public use. Contact the librarian subject selector for indicated department or the Coordinator of Reference Services.

3.3.1.3 Electronic Information Resources

The Library's electronic information resources include the online catalog ALBERT, periodical indexes, digital full-text library resources, and the College's academic WWW service. These resources are available via Library workstations in St. Albert Hall and computer labs on campus. Faculty with computers connected to the academic network or

modems can use the Library's electronic information resources from office or home as well. Contact Information Technology Services (**CaITS**) regarding accounts and required software to connect remotely.

The ALBERT online catalog includes records for about half of the books in the library (those acquired or circulated since 1983), and records for periodical titles, videos, compact discs (CDs), and CD-ROMs. Electronic periodical indexes available on the campus network include two indexes with full text of about half of the articles indexed: Expanded Academic ASAP (general and scholarly periodicals), and ABI Inform (economics, finance, and management). Other electronic indexes on the network include Medline, HealthStar (biomedical, nursing, and health administration), ERIC (education and counseling), and PsycInfo (psychology). Workstations available in St. Albert Hall give access to additional specialized databases for Chemistry, Religion, Mathematics, Modern Languages, national and international trade, and newspaper articles, as well as Books in Print. The academic WWW service **SMCGaelnet** (<http://SMCGaelnet.stmarys-ca.edu>) includes faculty profiles, descriptions of courses and programs of study, and Library, Media, and Hearst Art Gallery resources. It offers access to Internet resources for study and research selected and organized by discipline. The Library is associated with the Research Libraries Information Network (RLIN) and with the Online Computer Library Center (OCLC). These services enable librarians to locate books throughout the world. The Library subscribes to the DIALOG Information Service, giving access to over 450 specialized databases, including full-text and statistical databases, as well as bibliographic citations.

3.3.1.4 Access to Other Libraries

Full-time faculty are entitled to library privileges at UC Berkeley, the Graduate Theological Union (GTU) in Berkeley, and the John F. Kennedy University Library in **Pleasant Hill** ~~Oroinda~~. In all instances, faculty must present proof of full-time status and current employment by the College (generally a letter certifying full-time employment at Saint Mary's College) and photo-I.D. In addition, libraries at state-funded institutions, including the California State Universities, University of California campuses, and community colleges, generally provide public in-house access to their collections. Contact the Access Services Librarian for more information.

3.3.1.5 Interlibrary Borrowing/Document Retrieval

Books and articles needed for faculty research or instructional purposes which are not available in the Saint Mary's Library may be requested from other libraries through the **Link+** or Interlibrary Borrowing service. There is no charge to faculty for this service. Most material is received in approximately **three to four days**. ~~two weeks~~

~~The Library's "Article Express" service provides 24-hour access to selected core periodicals not owned by the Saint Mary's Library. There is no charge to faculty for this service. Contact Interlibrary Loan for more information.~~

3.3.1.6 Faculty Photocopying

Current Saint Mary's faculty, or a designated assistant, may use the faculty copy card to make a copy of non-circulating library material, such as a page or chapter from a reference book or a journal article. This card can be requested at the Circulation Desk. Multiple copies of material for the classroom or to place on Reserve may be duplicated at the campus Duplicating Center.

3.3.1.7 Circulation Policies

Books may be borrowed by a faculty member for a semester, subject to recall if needed by another Saint Mary's borrower. Faculty may renew material twice, either in person, by phone, or by computer using ALBERT, the Library's online catalog and circulation system.

When material is overdue, faculty will receive a courtesy reminder. If not renewed or returned, the books will be considered lost and faculty will be billed for a replacement.

3.3.1.8 Reserve Service

Upon request by faculty, Circulation staff will place on Reserve course material for classes. Placing items on Reserve ensures that students will have equal access to this material. The Reserves Collection, which can be accessed in ALBERT, is located at the Circulation Desk and is available during the hours the Library is open. For details about processing time, copyright restrictions, and loan periods, refer to the Library's "Reserve Services Guide."

3.3.1.9 Library Exhibits

The scheduling of Library exhibits is coordinated by the Director of the Hearst Art Gallery. Faculty members interested in arranging for an exhibit should fill out the "Proposal for Library Exhibit" form available at the front desk of either the Library or the Gallery as far in advance as possible.

3.3.23 HEARST ART GALLERY

The Hearst Art Gallery was built in 1977 with the help of a grant from the William Randolph Hearst Foundation. The 2,000-square-foot exhibition space includes the William Keith Room with a rotating selection from the College's collection of 150 paintings by this leading California artist of the end of the 19th century. The permanent collection of more than 2,000 objects includes landscapes of other American artists, art on Christian themes, Don Quixote illustrations, prints by William Hogarth and others, ethnographic art, and contemporary art. Each summer there is an exhibition of historic California art. There is a student art show each May and an Art department faculty show every four years.

The Gallery's education coordinator can arrange for tours of exhibitions customized to the subject matter and format of a particular academic course. The Gallery staff also works with faculty to develop educational events that will help relate exhibitions to their teaching. Classroom visits by Gallery staff and viewings of objects from storage can also be arranged.

The Hearst Art Gallery is open to the public Wednesday through Sunday from 11:00 to 4:30 during exhibitions. Tours can often be scheduled outside of regular hours. Further information about the Gallery is available through the Academic Resources Web site, <http://gallery.stmarys-ca.edu>.

3.4 ~~COMPUTER INFORMATION~~ AND TECHNOLOGY SERVICES

The use of the technology resources of the College is a privilege, **subject to users following the terms of the Technology Use Policy (available on SMCNet and from CaTS).** ~~Computer Information~~ and Technology Services is headed by the **Chief Technonology Officer, who reports to the Vice-President for Administration/CFO under the guidance of the Technology Advisory Committee, chaired by the Provost.**
~~Director of Information Technology.~~

3.4.3.1 FACULTY COMPUTING SUPPORT

~~Computer Information~~ Technology Services (CaITS) provides support for campus information technology. It furnishes hardware support, including recommendations, configuration and installation, problem diagnosis and limited service, and software support, including recommendations and installation, general trouble-shooting and ongoing training. CaITS also maintains several faculty resource facilities in various locations on campus offering computer services in support of the academic mission of the College. A *User's Guide* is available that lists use policy, lab hours, e-mail procedures, and other pertinent information. For further information contact **CaITS**.

3.4.3.2 SAINT ALBERT HALL ACADEMIC COMPUTER LABORATORY

The Saint Albert Hall Academic Computer Laboratory provides IBM and Macintosh workstations for use by registered Saint Mary's undergraduate and graduate students. The purpose of this laboratory is two-fold: to provide computer-based hardware and standard application software, e.g., Microsoft's WORD, EXCEL, and PowerPoint, for students to complete course work assigned by their instructors and, secondly, to make available to students computer-based tools to enhance research and scholarly endeavor via the Internet, WWW, and external databases. ~~Graphical User Interface~~ E-Mail (~~Netscape E-Mail~~) is available in the Academic Computer Lab for student use in sending and receiving e-mail messages. There are also two computer classrooms in Garaventa Hall that are used after 5:00 PM for student computing. Garaventa 240 is equipped with PCs and Garaventa 250 is equipped with MacIntosh computers.

Laboratory monitors are on duty to ensure that workstations, printers, and network connections are functioning properly. In addition, lab monitors ensure that standard application software is working correctly and assist students if application commands do not function properly. Lab monitors are not expected to instruct students in the use of application software. The Academic Computer Lab's hours of operation are the same as those of the Library. As student need and classroom availability dictate, electronic classrooms in Garaventa Hall are opened and operated in a fashion similar to that observed by the Academic Computer Service Laboratory in the Library.

3.4.3 MEDIA SERVICES

3.4.3.2.1 Instructional Media Services

Instructional Media Services provides expertise, facilities, collections, and services to support the audio-visual and multimedia instructional needs of students and faculty. Media Services maintains instructional media equipment in classrooms and delivers equipment to classrooms and other campus locations as needed. For descriptions of available equipment and services, see the Media Services section of **SMCNet** ~~Gaelnet~~.

3.4.3.2. Media Center

Listening and viewing equipment and multimedia workstations are provided in the Media Center for student and faculty use. The Media Center, located on the second floor of the Library, houses a collection of over 2000 video cassettes and **DVDs** ~~laser discs~~. These include film classics in the Byron Bryant collection and instructional programs supporting the Saint Mary's curriculum. The collection also includes audio cassette tapes, CDs (primarily classical music), and multimedia CD-ROMs. Titles in the collection may be found via the ALBERT online catalog.

In addition to individual viewing stations, the Media Center includes two group-viewing rooms: the Byron Bryant Room and the Wildenradt Theater. The Byron Bryant Room is equipped with a large-screen monitor and may be reserved for groups of up to 8 persons. The Wildenradt Theater seats up to 30 people and is equipped as a media classroom with multimedia computer, video/data projector, and stereo sound system. The Wildenradt Theater may be reserved in advance.

Subject to copyright restrictions, faculty may place personal copies of tapes and discs on reserve for student viewing and listening in the Media Center. Tapes and discs may be checked out by faculty for classroom use. The Media Center offers duplication of course-related audiocassette tapes that are not copyrighted.

3.4.3.3 Faculty Instructional Media Support Services

Facilities and support for instructional media development for faculty are available via the Media Center. Resources include facilities for making overhead transparencies and 35mm slides, flatbed and slide scanning, OCR scanning of text, and creation of documents for the WWW in a variety of formats. For additional information see or to schedule a consultation session, contact the Head of Media Services and Library Systems.

3.4.4 ~~3~~ ELECTRONIC CLASSROOMS

CaITS supports several dedicated and networked classrooms on campus. These classrooms, located in Garaventa Hall, are available for scheduled classroom instruction. **CaTS also supports wireless internet access in many other academic spaces on campus (e.g. Dante Hall, St. Albert Hall Library, etc.)**

3.4.5 ~~4~~ NETWORK SERVICES

CaITS provides support for academic network services. The campus Academic LAN consists of a high speed Ethernet backbone connected to file-server electronic communication devices that support the electronic classrooms in Garaventa, laboratories, faculty and staff offices, and the Saint Albert Hall Academic Computer Laboratory.

3.4.6 ~~5~~ ELECTRONIC MAIL SERVICE

CaITS provides support for electronic mail service for both on-campus and off-campus dial-in use by faculty and students. Through registered network accounts, the Saint Mary's community has access to the campus inter-office network, as well as the global Internet electronic mail network through BBN-Planet, an international Internet Service Provider.

Access is available from the Academic LAN directly or by dial-in to the LAN modem pool. There is no cost to individual members of the College community for this service. E-mail accounts are available through the **CaITS** Help Desk.

3.4.76 WORLD WIDE WEB AND INTERNET ACCESS

CaITS provides a high-speed connection to the Internet and the World Wide Web. This connection is available through the Academic LAN or by dial-in to the LAN modem pool. There is no cost to individual members of the College community for this service. **CaITS** also maintains the College web site, www.stmarys-ca.edu, and an internal web site, SMCnet, used for information, discussion, and services of interest to the Saint Mary's College community.

3.4.87 USE OF COLLEGE TECHNOLOGY RESOURCES

The first section of the **CaITS User's Guide** contains the Code of Conduct for the use of computing facilities and services provided by Saint Mary's **CaITS**. Failure to adhere to the policies stated in that section may result in the loss of access to the Saint Mary's computing facilities or other disciplinary action. The *User's Guide* is available at the **CaITS** Help Desk in the Saint Albert Hall Academic Computer Laboratory, and on-line on SMCNet, under the **Computer and Information Technology Services** heading.

4.2.5 TELEPHONE CALLS

The Saint Mary's College telephone number is (925) 631-4000. College telephones are provided for College business only. While reasonable use of College telephones for personal use is permitted, excessive or abusive use is prohibited. Moreover, all long-distance calls must be billed to the faculty member's personal account as described below. Questions about telephone service should be directed to the Telephone Services Manager.

Faculty who wish to reach students in the residence halls should dial the student's four-digit campus telephone number. In addition to on-campus calls, faculty office phones may be used to make off-campus calls within Area Code 925. (Dial 9 plus number.) ~~Calls outside Area Code 925 must be placed either:~~

~~(1) by arrangement with the faculty member's department chairperson through his/her departmental office phone for long distance calls, or~~

~~(2) by arrangement with the School or faculty secretary for long distance calls to — locations both within and outside California.~~

5. STUDENT AFFAIRS POLICIES OF INTEREST TO THE FACULTY

See *Student Handbook*, available in the Office of the Vice ~~Provost President~~ for Student **Life Affairs**.

6. ~~EXTERNAL RELATIONS~~ COMMUNICATIONS POLICIES OF INTEREST TO THE FACULTY

6.1 ~~EXTERNAL RELATION~~ COLLEGE COMMUNICATIONS

6.1.1 OFFICE OF ~~EXTERNAL RELATION~~ COLLEGE COMMUNICATIONS

The Office of ~~External Relation~~ College Communications has the responsibility for coordinating the overall marketing, community relations, media relations and public relations efforts for the College. The ~~Senior Director for Public Relations~~ **Director of College Communications** oversees ~~Alumni Relations, Parent Relations,~~ **Creative Services,** Community **and Government** Relations, as well as Media Relations. The Director of Media Relations cooperates with the Sports Information Director and other offices on campus, which have authorization to disseminate information to the media.

Media Relations writes and edits releases to the press, including newspapers, magazines, radio and television. The department has detailed media lists, as well as information on deadlines and formats. Individuals at the College who want news releases prepared must supply the department with adequate and accurate information and consult it on the proper method of submission of photographs to the media. Materials must be submitted to the Media Relations department as far in advance of an event as possible.

Media Relations must be informed of all speakers, visiting scholars, cultural events, and symposia planned for the campus. Inquiries on such events come to the department from the media and the public, whether or not publicity has been sent out, and the department must be kept up to date. Faculty and staff are urged to notify the Director of Media Relations of any and all events taking place on campus that they feel may warrant media exposure.

Since the ~~External Relations~~ **College Communications** office is responsible for media relations at Saint Mary's College, it is critical when outside news media are scheduled to visit the campus that the office be informed of their presence. ~~External Relation~~ **Media Relations** should be provided with the reporter's and/or photographer's name, the organization they represent and the purpose of their visit.

This will enable ~~External~~ **Media** Relations to represent the College in the best way possible, while also assisting the reporter and the interviewee with their media needs. Such information enables them to answer questions that may be directed to them.

~~The External Relations~~ **College Communications** office and individuals charged by it and the College President are the only persons authorized to make public statements for the institution. No faculty member is permitted to make a public statement for the institution unless specifically authorized by one of these individuals. The ~~public image~~ **reputation** of Saint Mary's and the rights and privacy of its community members must always be respected. It is important that persons speaking on behalf of the College be consistent in the nature of their remarks. All institutional press releases involving the College must be reviewed in advance by ~~External Relation~~ **Media Relations**. All non-institutional press releases deemed to contain sensitive material which has a bearing on the College's reputation must be reviewed directly by the ~~External Relations~~ **Media Relations** office before dissemination.

~~External Relations~~ **College Communications** works with other departments across campus to plan marketing, public relations and promotional strategies, thus integrating efforts and creating an overall institutional strategy.

6.1.2 POLICY ON ADVERTISING AND PUBLICATIONS

Paid display advertising to be inserted with off-campus media can be processed through the ~~External Relations~~ **College Communications** office. Headlines, copy and graphics for advertising from all departments must reflect the College as an institution of significant academic standards: e.g., the quality of work and the amount of time required for degrees and certificates are consistent with traditional College standards and those of the Western Association of Schools and Colleges (WASC). The College's name should always appear in the first reference as Saint Mary's College of California. This applies to both paid advertising and news releases. All publications and paid advertising of Saint Mary's College must seek to embody the institution's inherent merits, e.g., its Catholic background, Lasallian tradition, and the tradition of the Christian Brothers, the liberal arts tradition, the College's academic reputation and location in the Bay Area, etc.

6.2 SPEAKERS BUREAU

Requests for speakers are frequently received by the ~~External Relations~~ **Media Relations** office. Faculty members interested in speaking may list their topics with the College Speakers Bureau organized by the office. Saint Mary's considers this an important service to the general public.

6.3 POSTERS

In order to prepare posters to publicize an event, the ~~Publications~~ **College Communications** office must receive the request well before the date of posting. Contact the ~~Publications~~ Director concerning time requirements for the preparation of posters.

6.4 USE OF INSTITUTIONAL NAME, LETTERHEAD, ETC.

A faculty member must have the express authority of the President or of the Vice President for ~~Advancement and Planning~~ **College Communications** before making a statement in the name of the College. However, this should not prevent faculty members from freely engaging in political or other activities, with the proviso that they "should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution" (See Academic Freedom and Responsibility, section 2.9.1.)

Use of College letterhead stationery is limited to official College business.